

# MOTOR VEHICLE MANUAL

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## FORMS

Tag Forms are located in a pocket folder at the rear of the MVS Manual.

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## OVERVIEW INFORMATION (PART B)

Applications for all Georgia license plates and renewal decals must be made concurrently with an application for title, if vehicle required to be titled, to the Tax Commissioner in the county in Georgia of the owner's legal residence. Owners operating vehicles used primarily in connection with an established business must make application to the Tax Commissioner in the county in Georgia where the business is located.

Applications for Dealer license plates, Distributor license plates, IRP License Plates, Manufacturer license plates, and Transporter license plates must be made to Motor Vehicle Services. The addresses and phone numbers are:

### Mailing Address (Dealer, Distributor, Manufacturer and Transporter license plates)

ATTN: Special Tags Unit  
Motor Vehicle Services  
PO Box 740384  
Atlanta, GA 30374-0384  
FAX Number: (404) 362-4539  
Telephone Number: (404) 675-4947

### Mailing Address (IRP license plates)

ATTN: IRP Unit  
Motor Vehicle Services  
PO Box 16909  
Atlanta, Georgia 30321  
FAX Number: (404) 675-6197  
Telephone Number: (404) 675-6135

An application to renew a license plate with the purchase of a renewal decal must be made on or up to 30 days before the last day of the vehicle owner's registration period. Failure to renew the registration of a motor vehicle by midnight on the last day of the owner's registration period will result in monetary penalties being assessed and collected. See the section entitled "Georgia's Registration Periods" for more information.

The purchaser of a new or unregistered motor vehicle must purchase or transfer a license plate within 30 days of purchase and apply for a title. See the section entitled "Vehicles Purchased from Georgia Dealers" for exceptions to this requirement.

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When purchasing a vehicle that is currently registered in Georgia, the new owner must obtain or transfer a license plate and apply for a title within 30 days of purchase. Failure to do so may result in a fine by law enforcement for improper registration. See the section entitled "Vehicles Purchased from Georgia Dealers" for additional information.

A motor vehicle owned by a nonresident may be used and operated on the public streets and highways for a period of (30) days without registering the vehicle in the State of Georgia provided the vehicle displays valid license plates from the owner's home state.

A motor vehicle owned by a visitor may be used and operated on the public streets and highways for pleasure purposes only, for a period of ninety (90) days without registering the vehicle in the State of Georgia provided the vehicle displays valid license plates from the owner's home state.

A nonresident student is exempt from registering a vehicle in this State as long as the vehicle displays valid license plates from the student's home state.

Non-resident military personnel are not required to register their vehicles in Georgia as long as they display valid license plates from their home states. Non-resident military personnel have the option to purchase Georgia license plates provided that they comply with applicable procedures and are stationed in Georgia.

- **Resident** means a person, who has a permanent home or abode in Georgia to which, whenever he or she is absent, the person, has the intention of returning. There is a presumption that any person, who except for infrequent, brief absences has been present in the State for 30 or more days, is a resident.
- **Nonresident** means a person who does not reside in the State of Georgia but who accepts employment or engages in any trade, profession, or occupation in the state or enrolls their children in the public schools of this state.
- **Visitor** means a person who does not reside in the State of Georgia and who is not a nonresident.

An application for a Georgia license plate/renewal decal should be made on an MV-1 form. All applications must be typed, legibly hand-printed or electronically completed and printed, signed by the owner and reflect the insurance company name and policy number.

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Annual vehicle emission testing is required in the following counties: Cherokee, Clayton, Cobb, Coweta, Dekalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding, and Rockdale. Before you register your vehicle in these counties each year, you must provide proof that your vehicle has passed the emissions test. For more information concerning emission testing requirements and exemptions, call 1-(800) 449-2471 or access the following web site:

<http://www.cleanairforce.com/>

You may receive a renewal notice for tag/decals fees and ad valorem taxes due for vehicles you own about (30) days before the beginning of your registration period. The renewal notices may have been produced by your County Tax Commissioner and mailed to you or the renewal notice may have been printed by a vendor and mailed to you. Failure to receive a renewal notice for any vehicle you own does not relieve you of the responsibility of renewing a vehicle's registration during your registration period. If you receive a renewal notice for a vehicle you no longer own, throw the renewal notice away. If you do not receive a renewal notice for a vehicle you still own, please contact your County Tax Commissioner.

The Motor Vehicle Services Section does not collect ad valorem taxes. Questions concerning motor vehicle ad valorem taxes should be directed to your County Tax Commissioner's office.

County Tax Commissioners' telephone numbers and locations are listed in the government section of the telephone book. You may also access the following web site for county tag office telephone numbers, addresses and web site addresses:

<http://www.dmv.ga.gov>

The application for the renewal of a license plate and renewal decal does not have to be signed. The application for a new license plate/decal must be signed.

When the vehicle owner's out-of-state security interest holder, lienholder or leasing company has the title, Form T-17, Affidavit of Title Held for Lien by Lienholder, Security Interest Holder or Leasing Company, and the current, out-of-state vehicle registration must be submitted to the Tax Commissioner in lieu of the certificate of title. When Motor Vehicle Services or the County Tax Commissioner receives your application for title, Form T-17 and your out-of-state registration, correspondence will be sent to the security interest holder, lienholder or leasing company requesting the Certificate of Title. Once the Georgia title is issued, it will be forwarded to the security interest holder, lienholder or leasing company.

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Form T-17 will not be accepted unless the applicant submits a valid out-of-state registration certificate as proof that the vehicle is properly registered and titled in another state. If the leasing company is the vehicle owner on the title, the leasing company's name and address must be recorded on the MV-1 title/tag application in the area reserved for the owner's name and address. The lessee's name and address must be shown as the vehicle lessee (not the owner) on the MV-1 application for title/tag in the area reserved for the lessee's name and address.

No license plate shall be issued or transferred unless the vehicle is insured under the mandatory provisions of the Georgia Motor Vehicle Reparations Act and the insurance company name and policy number are reflected on the tag application or renewal notice. Insurance information does not have to be recorded on license plate/renewal decal applications for trailers.

The State of Georgia manufactures a new tag design every five (5) years for most tag classifications; however, the current license plate design was issued in 1997. A new license plate design will be issued starting on January 1, 2004. All license plates, except for permanent trailer license plates and replacement permanent trailer license plates will be redesigned and issued starting in January 2004.

In those years when decals are issued to renew a license plate and vehicle registration, renewal decals must be applied for by midnight on the last day of an owner's registration period. The "month" of expiration decal on a license plate indicates to law enforcement that the vehicle's registration expires at midnight on the last day of the month on the decal. The "expiration" date on the owner's certificate of registration is the date by which the vehicle's registration must be renewed. If the expiration date as reflected on a certificate of registration is missed, monetary penalties will be assessed and collected by the County Tax Commissioner. If an owner fails to register a vehicle by midnight on the last day of the owner's registration period, the following penalties will be assessed and collected in addition to the usual tags fees and ad valorem taxes: 10% ad valorem tax penalty (\$5.00 minimum) and 25% tag fee penalty.

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Mopeds, all-terrain and off-road vehicles are not titled or registered. Homemade trailer serial plates, "T" Serial Plates, must be issued to homemade trailers by the County Tax Commissioner and affixed to the homemade trailer by the owner prior to the issuance of a license plate or renewal decal. Once a homemade trailer serial plate is issued, the "T" serial plate number should be used as the vehicle identification number or manufacturer's identification number in any subsequent motor vehicle transaction.



\*If law requires

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## GEORGIA'S REGISTRATION PERIODS

### YEAR-ROUND STAGGERED REGISTRATION

For those counties that have adopted a year-round-staggered registration system, owners' registration periods are as follows:

#### For Individuals Or Lessees That Are Not Businesses

The registration period for individuals and lessees that are not businesses is the 30-day period ending at midnight on the birthday of the owner whose name appears first on the certificate of title or other record of ownership if the vehicle is not required to be titled.

Example: If an individual's birthday or lessee's birthday is May 8, the registration period is April 9 through May 8. An individual or lessee with a May 8 birthday must renew the registrations for all of their vehicles within this 30-day period.

#### For Businesses, Lessees That Are Businesses Or Entities That Are Not Individuals

- The month of January for the owner whose name begins with the letter A or B;
- The month of February for the owner whose name begins with the letter C or D;
- The month of March for the owner whose name begins with the letter E or F;
- The month of April for the owner whose name begins with the letter G or H;
- The month of May for the owner whose name begins with the letter I or J;
- The month of June for the owner whose name begins with the letter K or L;
- The month of July for the owner whose name begins with the letter M or N;
- The month of August for the owner whose name begins with the letter O or P;
- The month of September for the owner whose name begins with the letter Q or R;
- The month of October for the owner whose name begins with the letter S or T;
- The month of November for the owner whose name begins with the letter U, V, or W;
- The month of December for the owner whose name begins with the letter X, Y, or Z.

#### Vehicles that Weigh over 26,000 Pounds

All registrations for vehicles that weigh over 26,000 pounds must be renewed from December 1 through February 15.

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## COUNTIES WITH YEAR-ROUND STAGGERED REGISTRATION (148 COUNTIES)

Appling	Dooly	Lee	Terrell
Atkinson	Dougherty	Liberty	Thomas
Bacon	Douglas	Lincoln	Tift
Baker	Early	Long	Toombs
Baldwin	Echols	Lowndes	Towns
Banks	Effingham	Lumpkin	Treutlen
Barrow	Elbert	Macon	Troup
Bartow	Emanuel	Madison	Twiggs
Berrien	Evans	Marion	Union
Ben Hill*	Fannin	McDuffie	Upson
Bibb	Fayette	Meriwether	Walker
Bleckley	Floyd	Miller	Walton
Brantley	Forsyth	Monroe	Ware
Brooks	Franklin	Montgomery	Warren
Bryan	Fulton	Morgan	Wayne
Bulloch	Gilmer'	Murray	Wheeler
Burke	Glascok	Muscogee	White
Butt	Glynn	Newton	Whitfield
Camden	Gordon	Oconee	Wilcox*
Candler	Grady	Oglethorpe	Wilkes
Carroll	Greene	Paulding	Wilkinson
Catoosa	Gwinnett	Peach	Worth
Chatham	Habersham	Pickens	
Chattahoochee	Hall	Pierce	
Chattooga	Hancock	Pike	
Cherokee	Haralson	Polk	
Clarke	Harris	Pulaski	
Clayton	Hart	Putnam	
Clinch	Heard	Quitman	
Cobb	Henry	Rabun	
Coffee	Houston	Richmond	
Colquitt	Irwin	Rockdale	
Columbia	Jackson	Schley	
Cook	Jasper	Screven	
Coweta	Jeff Davis	Seminole	
Crawford	Jefferson	Spalding	
Crisp	Jenkins	Stephens	
Dade	Johnson	Sumter	
Dawson	Jones	Taliaferro	*Effective
Decatur	Lamar	Tattnall	January 2003 if
Dekalb	Lanier	Taylor	local referenda
Dodge	Laurens	Telfair	pass

## **MOTOR VEHICLE MANUAL**

### **NON-STAGGERED REGISTRATION**

For those counties that have adopted a non-staggered registration system, registration for all residents, including businesses, is January 1 through April 30.

#### **Vehicles That Weigh Over 26,000 Pounds**

All registrations for vehicles that weigh over 26,000 pounds must be renewed from December 1 through February 15.

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### COUNTIES WITH NON-STAGGERED REGISTRATION (10 COUNTIES)

<del>Ben Hill*</del>	Mitchell	Turner
Calhoun	McIntosh	Washington
Charlton	Randolph	Webster
Clay	Stewart	<del>Wilcox*</del>

\* Effective January 1, 2003, Ben Hill and Wilcox Counties will adopt a year-round staggered registration system if local referenda pass.

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## FOUR MONTH STAGGERED REGISTRATION

Talbot County has adopted a 4-month staggered registration system so license plates and registrations must be renewed as follows:

### For Individuals Or Lessees That Are Not Businesses

#### If month of birth\* is:

January, February or March  
April, May or June  
July, August or September  
October, November, or December

#### Registration Period is:

January 1 - January 31  
February 1 - February 28\*\*  
March 1 - March 31  
April 1 - April 30

\*Month of birth of the owner whose name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled.

\*\* February 29 in a Leap Year.

### For Businesses, Lessees That Are Businesses Or Entities That Are Not Individuals

January 1 – January 31: for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with A, B, C or D.

February 1 – February 28(February 29 in a Leap Year) for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with E, F, G, H, I, J or K.

March 1 – March 31: for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with L, M, N, O, P, Q or R.

April 1 – April 30: for the owner whose business name appears first on the Certificate of Title or other record of ownership if the vehicle is not required to be titled and whose name begins with S, T, U, V, W, X, Y or Z.

### Vehicles that Weigh over 26,000 Pounds

All registrations for vehicles that weigh over 26,000 pounds must be renewed from December 1 through February 15.

No matter what the registration system, if the renewal deadline falls on a Saturday (unless the Tag Office is open on Saturday), Sunday or holiday, the deadline is the next business day.

## **MOTOR VEHICLE MANUAL**



## RENEWAL DECALS

Renewal decals (also known as revalidation decals ) are issued to most classes of license plates and the cost of a decal is the same as a license plate. Decals are not issued for vehicles that are issued government license plates, government motorcycle license plates, permanent trailer license plates and permanent trailer replacement license plates.

As long as the same person or business owns a trailer, which has been issued a permanent trailer license plate, the one-time tag fee for the permanent trailer license plate is \$48.00. If the trailer is sold or ownership transferred, the permanent trailer license plate is revoked. If the owner buys or acquires another trailer and wants to register the trailer with a permanent trailer license plate, the tag fee is \$48. If the new owner of the trailer that was sold or transferred wants to register the trailer with a permanent trailer license plate, the tag fee is \$48.00. Ad valorem taxes for trailers that are issued permanent trailer license plates must be paid from December 1 through February 15.

Permanent trailer license plates are not issued to the following trailers:

- Boat Trailers
- Utility Trailers
- Non-Commercial Cattle Trailers
- Non-Commercial Livestock Trailers

Permanent trailer license plates can be issued to the following trailers:

- Leased and rental trailers owned by and leased or rented out by a person, firm or corporation in the business of leasing or renting such trailers
- Trailers used in commercial logging
- Commercial trailers used for hauling unprocessed farm products
- Commercial Trailers

Renewal decals are also issued for private or for-hire trucks or truck tractors, which weigh over 26,000 pounds. The cost of these decals is prorated based on the date the vehicle is put into service.

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### FEE SCHEDULE

#### PRIVATE – NOT FOR HIRE - TRUCKS AND TRUCK TRACTORS

	<u>FULL YR</u>	<u>3/4 YR</u>	<u>1/2 YR</u>	<u>1/4 YR</u>
	DEC 1	MAR 1	JUNE 1	SEP 1
PF	45.00	33.75	22.50	11.25
PG	70.00	52.50	35.00	17.50
PH	115.00	86.25	57.50	28.75
PI	190.00	142.50	95.00	47.50
PJ	300.00	225.00	150.00	75.00
PK	400.00	300.00	200.00	100.00
PW	31.00	23.25	15.50	7.75
PX	75.00	56.25	37.50	18.75
PZ	220.00	165.00	110.00	55.00

### FEE SCHEDULE

#### COMMERCIAL – FOR HIRE - TRUCKS AND TRUCK TRACTORS

	<u>FULL YR</u>	<u>3/4 YR</u>	<u>1/2 YR</u>	<u>1/4 YR</u>
	DEC 1	MAR 1	JUNE 1	SEP 1
HF	85.00	63.75	42.50	21.25
HG	130.00	97.50	65.00	32.50
HH	215.00	161.25	107.50	53.75
HI	365.00	273.75	182.50	91.25
HJ	575.00	431.25	287.50	143.75
HK	725.00	543.75	362.50	181.25
HX	150.00	112.50	75.00	37.50

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## FEE SCHEDULE

This fee schedule is not for school buses. This fee schedule is for motorbuses or van-type vehicles used as a common or contract carrier for hire in public transportation hauling passengers.

Fees are per 100 pounds factory weight or fraction of a pound.

### FEE SCHEDULE - LIMITED - Route is 50 miles or less

		<u>DEC 1</u> <u>Full YR</u>	<u>MAR 1</u> <u><math>\frac{3}{4}</math> YR</u>	<u>JUNE 1</u> <u><math>\frac{1}{2}</math> YR</u>	<u>SEPT 1</u> <u><math>\frac{1}{4}</math> YR</u>
10,000 lbs.					
Or Less	LA	\$0.95	\$0.7125	\$0.475	\$0.2375
10,001 lbs.					
To 15,000 lbs.	LB	\$1.375	\$1.031	\$0.6875	\$0.3438
15,001 lbs.					
To 20,000 lbs.	LC	\$1.725	\$1.2938	\$0.8625	\$0.4313
20,001 lbs.					
Or more					
Tag fee not to					
Exceed \$875	LD	\$1.875	\$1.4063	\$0.9375	\$0.4688

### FEE SCHEDULE -UNLIMITED - Route is more than 50 miles

		<u>DEC 1</u> <u>Full YR</u>	<u>MAR 1</u> <u><math>\frac{3}{4}</math> YR</u>	<u>JUNE 1</u> <u><math>\frac{1}{2}</math> YR</u>	<u>SEPT 1</u> <u><math>\frac{1}{4}</math> YR</u>
10,000 lbs					
Or Less	UA	\$1.90	\$1.425	\$0.95	\$0.475
10,001 lbs.					
To 15,000 lbs.	UB	\$2.75	\$2.0625	\$1.375	\$0.6875
15,001 lbs.					
To 20,000 lbs.	UC	\$3.45	\$2.5875	\$1.725	\$0.8625
20,001 lbs.					
Or more					
Tag fee not to					
Exceed \$875	UD	\$3.75	\$2.8125	\$1.875	\$0.9375

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### VEHICLES PURCHASED FROM A GEORGIA MOTOR VEHICLE DEALER

Georgia motor vehicle dealers are required to issue temporary license plates to motor vehicle purchasers under certain conditions. Dealer temporary license plates are not purchased or stocked by Motor Vehicle Services or County Tag Agents. Dealer temporary license plates must be purchased and stocked by licensed Georgia motor vehicle dealers.

Dealer temporary license plates are not issued for trailers and other vehicles that are not self-propelled; vehicles that must be registered under the provisions of the International Registration Plan (IRP); vehicles that are sold or transferred by salvage motor vehicle dealers; and vehicles on which total loss claims have been paid by insurers.

If the purchaser of a motor vehicle trades in a vehicle to the dealer at the time of purchase of another motor vehicle, a dealer temporary license plate must not be issued if the vehicle that was traded is the same classification of vehicle that is purchased and the vehicle that was traded has a current license plate. Under these conditions, the license plate must be removed from the vehicle that was traded and placed on the newly acquired vehicle until the transfer of registration and title have been applied for and issued.

A dealer temporary license plate must be issued free of charge (except for title application fees and registration fees if the dealer applies for the purchaser's license plate and registration) to the purchaser for 30 days and the temporary license plate must be displayed in the same space as the permanent metal plate is displayed on the motor vehicle. The dealer cannot extend the expiration date of the temporary license plate.

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The dealer temporary license plate should be surrendered to the County Tag Agent when the metal plate/registration is issued. County Tag Agents are authorized to destroy any temporary dealer plates surrendered to them.

The design of a dealer temporary license plate has been standardized based on rules that have been promulgated by the Department of Motor Vehicle Safety. These license plates must still be purchased and stocked by dealers; however, every dealer temporary license plate must be designed according to Administrative Rule and Regulation.

1. A dealer temporary license plate must be made of heavy stock paper that must resist deterioration or fading during its 30 days of use.
2. The dealer's name and address may be on the dealer temporary license plate.
3. The license plate must be the same size as the state's general issue license plate.
4. The dealer temporary license plate must have a place represented by a rectangular box on the license plate in dimensions of no less than 2 inches high and 8 inches wide to write the expiration month, day and year.
5. The month, day and year of expiration must be recorded on the license plate and it must be 30 days from the date of purchase. The month, day and year of expiration must be written using permanent ink or marker in black or dark blue.

The expiration date cannot be written with pencil, ballpoint pen, or similar instrument. The month of expiration can either be the month spelled out or the 3-alpha abbreviation for the month may be used.

Example: March 1 -2002, March 1- 02 or March 1-2002, and March 1-02 are acceptable, but 12-1-2001 or 12-1-01 is not acceptable.



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### APPLICATION TO EXTEND INITIAL REGISTRATION PERIOD

If the dealer has not provided the purchaser with a title or proof of title within five (5) business days prior to the expiration date of the dealer temporary license plate so that the purchaser can register the vehicle and obtain a license plate, the purchaser's County Tag Agent may grant one 30-day extension of the initial registration period. The 'initial registration period' is the 30-day period immediately following the date of purchase of a new or used motor vehicle.

To apply to extend the initial registration period, the **purchaser** must do the following:

1. The purchaser must complete Form T-226, "Application to Extend Initial Registration Period for a Motor Vehicle Purchased from a Georgia Motor Vehicle Dealer". This form can be typed, legibly hand-printed, or electronically completed and printed and signed by the vehicle owner. If the vehicle is jointly owned, only one owner has to sign the form.
2. The form must be submitted to the County Tag Agent in the county where the purchaser resides. If the vehicle is used in connection with an established business, then the form must be submitted to the County Tag Agent where the business is located.
3. Form T-226 must be submitted with a copy of the Dealer's Invoice of Sale and the Dealer's temporary license plate that was issued by a Georgia motor vehicle dealer.

To extend the initial registration period, the **County Tag Agent** must do the following:

1. The County Tag Agent should review Form T-226 to make sure it is completed in its entirety and that it is submitted with a copy of the Dealer's Invoice of Sale and the Dealer's temporary license plate that was issued by the Georgia motor vehicle dealer that sold the vehicle.
2. The County Tag Agent should check the GRATIS system to determine if a title has been processed in the owner's name on the T-226 form. If a title has been processed in the owner's name applying for extension of the initial registration period, then the vehicle registration fees and applicable ad valorem taxes should be collected to register the vehicle and issue a license plate.

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3. If there is no title record in the purchaser's name on GRATIS, the County Tag Agent should issue a 30-Day County Tag Agent Temporary Operating Permit. The County Tag Agent Temporary operating permit must be issued with an expiration date that is 30 days from the expiration date of the dealer temporary license plate. The month, day and year of expiration must be written with blue or black marker.

There is no charge for the issue of the 30-Day County Tag Agent Temporary Operating Permit.

Retention of Form T-226 and the Dealer's Invoice of Sale is at the discretion of the County Tag Agent. Dealer temporary license plates collected by the County Tag Agent should be discarded.

The County Tag Agent does not issue the 90-day temporary operation permit to extend an initial registration period. The 90-day temporary operation permit is issued when a license plate classification is not in the County Tag Agent's inventory.

## WHEN YOU SELL OR TRANSFER A MOTOR VEHICLE

All license plates are issued to the owner of a motor vehicle; therefore, when an owner sells or transfers ownership of a vehicle, the owner must remove the license plate from the vehicle prior to the sale or transfer of a vehicle.

Current, annual and five-year license plates and revalidation decals must be transferred from one vehicle you sell or transfer to another vehicle of the same class you buy or acquire. The license plate is transferable to another vehicle the same owner acquires as long as the vehicle, which is subsequently acquired, requires the same classification of license plate as the vehicle, which was sold or transferred. For example, if you sell a car and buy a truck that weighs less than 14,000 pounds, you must transfer the license plate and registration from the car to the truck because the car and the truck weighing less than 14,000 pounds are issued the same classification of license plate. However, if you sell a car and buy a trailer you cannot transfer the license plate and registration from the car to the trailer because the car and trailer are issued different classifications of license plates.

A permanent trailer license plate or permanent trailer replacement license plate cannot be transferred to another trailer.

A current registration and license plate means that the month, day and year of expiration have not yet occurred. Refer to the next page for transfer instructions if the license plate is expired – month, day and year of expiration have occurred.

### SEVEN (7) GENERAL RULES OF THUMB:

1. REMOVE THE LICENSE PLATE FROM A VEHICLE BEFORE YOU SELL THE VEHICLE.
2. If you buy a vehicle that is registered in Georgia, make sure the seller provides you with a copy of the vehicle's registration and the original certificate of title that the seller has assigned to you if the vehicle is required to be titled.
3. If you sell a vehicle that is registered in Georgia, make sure you provide the purchaser with a copy of the vehicle's registration and the original certificate of title that you assign to the purchaser if the vehicle is required to be titled.

## MOTOR VEHICLE MANUAL

4. If a vehicle is not required to be titled, provide the purchaser with a copy of the vehicle's registration and a bill of sale.
5. If a vehicle is not required to be titled, make sure the seller provides you with a copy of the vehicle's registration and a Bill of Sale.
6. If you buy a vehicle and the previous owner's license plate has been left on the vehicle, please try to return the license plate to the previous owner. If this is not possible, you must surrender the license plate to your county tag agent when you apply for registration of the vehicle in your name.
7. If the County Tag Agent verifies current registration information on the Statewide Registration and Title Information System, GRATIS, copies of registrations are not required.

## TRANSFER OF A LICENSE PLATE/REGISTRATION CERTIFICATE

In order to transfer a current registration and license plate from a vehicle you no longer own to another vehicle you bought or acquired, the following must be submitted to the county tag agent in the county in which you reside:

1. MV-1 tag and title application must be completed in its entirety including the insurance company name and policy number.
2. One of the following:
  - a) An assigned certificate of title if the vehicle is required to have a title; or
  - b) A bill of sale and Certificate of Registration from the previous owner if the vehicle is not required to have a title. If previous owner's Certificate of Registration is not submitted, County Tag Agent must verify registration by inquiry into GRATIS.
3. Proof, in counties having emission requirements, that the vehicle has passed the emission's inspection or is exempt.
4. Certificate of registration for the license plate you are transferring to the newly acquired vehicle or verification by the County Tag Agent that the tag you are transferring is issued to you. Verification by County Tag Agent = inquiry into GRATIS.
5. \$18.00 title application fee if vehicle is required to be titled and \$5.00 transfer fee. If the class of license plate being transferred is not charged a license plate fee by law, then the transfer fee is not charged.

If the license plate and registration have **expired** (month, day and year of expiration on the certificate of registration have already passed), for a vehicle you no longer own and subsequently buy or acquire a vehicle which requires the same classification of license plate as the vehicle you no longer own, the license plate and registration must be transferred and renewed for the newly acquired vehicle at the county tag office in the county in which you reside by submitting the following:

1. MV-1 tag and title application must be completed in its entirety including the insurance company name and policy number.
2. One of the following:
  - a) An assigned certificate of title if the vehicle is required to have a title; or
  - b) A bill of sale and certificate of registration from the previous owner if the vehicle is not required to have a title. If previous owner's Certificate of Registration is not submitted, County Tag Agent must verify registration by inquiry into GRATIS.
3. Proof, in counties having emission requirements, that the newly acquired vehicle has passed the emission's inspection or is exempt.
4. Certificate of registration for the license plate you are transferring to the newly acquired vehicle or verification by the County Tag Agent that the tag you are transferring is issued to you. Verification by County Tag Agent = inquiry into GRATIS.

## **MOTOR VEHICLE MANUAL**

5. \$18.00 title application fee if vehicle is required to be titled; applicable license plate/renewal decal fee; and applicable ad Valorem taxes. If the class of license plate being transferred is not charged a license plate fee by law, then a tag fee is not charged.

Form MV-1 can be completed electronically and printed for submission to your county tag agent. The form may be accessed from the following web site:

<http://www.dmv.ga.gov>

See the section, "Vehicles Purchased from a Georgia Motor Vehicle Dealer", for additional information.

### **ASSIGNMENT OF REGISTRATION CERTIFICATE**

When transferring a license plate from one vehicle to another vehicle, the previous owner's tag receipt does not have to be assigned as long as the County Tag Agent is accepting a title application for the newly acquired vehicle or a bill of sale if the vehicle is not required to be titled. In order to verify registration information for a specific license plate, the County Tag Agent may verify this information from registration information updated to GRATIS.

## MOTOR VEHICLE MANUAL

### REPLACEMENT LICENSE PLATE AND/OR RENEWAL DECAL, ORIGINAL LOST, STOLEN OR MUTILATED

A replacement license plate and/or renewal decal can be obtained when a current license plate and/or renewal decal has been lost, stolen or mutilated by submitting the following documents to the Local County Tag Office.

Form MV-7 or MV-1 must be submitted in the same name (s) as the current license plate and/or renewal decal was issued. This application must be typed, electronically completed and printed, in full giving complete vehicle information, owner information and insurance information. Form must be signed by the applicant exactly as the name was typed. This form must also reflect the tag number and/or the decal number that has been lost, stolen or mutilated. If the application is in a company's name, an authorized representative of the company must sign the application and the company's name must be shown above the authorized signature. The insurance company name and policy number must be shown on this application in the spaces provided (trailers are exempt from this requirement). A post office box number may be shown as the mailing address as long as a street address or rural route address is shown.

If the license plate/renewal decal was lost or stolen, it must be reported to the police department and a copy of the police report must accompany the application for replacement license plate/renewal decal. The MV-7 or MV-1 application will not be processed without a copy of the police report unless the license plate/renewal decal is mutilated and not lost or stolen. In lieu of a police report, a mutilated license plate/renewal decal must be surrendered to the county tag agent. If a copy of the police report cannot be obtained, Form T-185 (Report of lost, stolen or mutilated license plate and/or renewal decal or Georgia IRP license plate) must be submitted.

The replacement tag/decal fee of \$8.00 must be submitted.

If an IRP license plate is lost, stolen or mutilated, the application for replacement must be submitted to the IRP Unit of Motor Vehicle Services.

Once the replacement license plate/renewal decal is issued, the tag office will mail/give the owner's registration certificate to the applicant along with the replacement license plate/renewal decal.

## **MOTOR VEHICLE MANUAL**

The agent retains \$1.00 for every replacement license plate and/or renewal decal issued where an \$8.00 replacement tag/decal fee is paid.



### LICENSE PLATES/RENEWAL DECAL LOST IN MAIL

If the license plate and/or renewal decal has been lost in the mail prior to receipt by the registered owner, a replacement license plate and/or renewal decal is issued without charge under certain conditions.

The owner must report the non-receipt of the license plate/renewal decal to law enforcement and a copy of the police report must be submitted with the application for replacement license plate and/or renewal decal. In the case of non-receipt by mail, the owner cannot be charged a fee by law enforcement for a copy of the police report.

If a license plate/renewal decal was lost in the mail, the owner must apply for a replacement license plate and/or renewal decal within 90 days of mailing by submitting the following to the County Tag Agent if the agent mailed the original license plate and/or renewal decal:

An MV-1 application must be submitted. This application must be typed electronically completed and printed or legibly hand printed in its entirety and signed by the owner.

Form T-200 must be completed and submitted.

A copy of the police report where the owner reported the license plate and/or renewal decal as lost in the mail must be submitted. If a copy of a police report cannot be obtained, then Form T-185 (Report of lost, stolen or mutilated license plate and/or renewal decal or Georgia IRP license plate) must be submitted.

If the owner's county of residence has changed since the mailing of the original license plate and/or renewal decal, then the County tag agent which issued the original license plate/renewal decal must provide the date the license plate/renewal decal was mailed.

## MOTOR VEHICLE MANUAL

A replacement license plate and/or renewal decal that was lost in the mail must be applied for within 90 days of the mailing of the license plate and/or renewal decal. If it has been more than 90 days since the license plate was mailed, the owner must apply for a replacement license plate and/or renewal decal and pay the \$8.00 replacement license plate and/or renewal decal fee. These procedures are noted in the section of the manual that immediately precedes this one.

It is unlawful to make a false report required by the Motor Vehicle Safety Commissioner or Tag Agent. If a false report is made to the Motor Vehicle Safety Commissioner or a Tag Agent, upon the first conviction, punishment will be a fine of not less than \$25 nor more than \$100; and, upon a second or subsequent conviction, by a fine of not less than \$25 nor more than \$500, or by imprisonment for not more than 30 days, or both.

If an IRP license plate is not received in the mail, the application for replacement must be submitted to the IRP Unit of the Motor Vehicle Services.

### CORRECTIONS TO RENEWAL NOTICES

If the counties' budgets allow, County Tag Offices mail renewal notices, to county residents in time for the renewal of motor vehicle registrations. The renewal notices include a breakdown of the fees and taxes that must be paid to renew owners' registrations. If a county has the budget to process renewals by mail, a self-addressed envelope is also included for convenience in returning the renewal payment and notice.

Motor vehicle owners are encouraged to renew their motor vehicle registrations by mail. As a general rule, a renewal is processed in less than a week of receipt of your payment and notice.

Sometimes, despite all efforts, renewal notices contain incorrect information. If you receive a renewal notice for a vehicle that you do not own, throw it away.

Counties that mail renewal notices and use the statewide system (GRATIS) to process tag and title transactions mail a one-(1) part, laser printed renewal notice with dimensions of 8 1/4 inches wide and 7 inches long. If you receive a vehicle renewal notice with incorrect information, first follow the instructions that may appear on the front of the notice in the 'Message from your Tax Commissioner' area. If there are no instructions in this area, call your County Tax Commissioner for instructions.

If the renewal notice has the correct vehicle, tag and owner's information, corrections to other information can be made by drawing or typing a line through the incorrect information. The correct information should be typed or legibly hand-printed above the incorrect information. If we have printed the renewal notice omitting some critical information, add the information by either typing or legibly hand-printing the information in the applicable area of the form.

## MOTOR VEHICLE MANUAL

If the incorrect address is shown, correct the renewal notice as follows:

241 Main Street

~~124 Main Street~~

If we have omitted an apartment or suite number or some other critical information from the renewal notice, add the information to the applicable area of the renewal notice as follows and underline the added information.

124 Main Street     Apt 2B

124 Main Street     Suite 901

If the birthday of the first owner printed on the renewal notice is incorrect, correct the renewal notice as follows:

05-08-1951

~~05-07-00~~

If the first owner printed on the renewal notice is a business and a birthday is printed on the renewal notice, line through the birthday printed on the form as follows:

~~02-15-31~~

If the tag number, manufacturer's id number or owner's name is incorrect, please contact your county to see if they are able to send you another renewal notice. If a form needs to be completed and if you are Web active, access the following web site: <http://www.dmv.ga.gov>

Click on the link to Form MV-1. Complete the form on-line, print the form and submit to your County Tag Office along with your payment.

## MOTOR VEHICLE MANUAL

### CORRECTED CERTIFICATE OF REGISTRATION

In order for a registration certificate to be corrected, the following documents must be submitted to the County Tag Office:

An MV-1, application must be typed in detail or electronically completed and printed showing the correct information and submitted. This application must be typed in full and signed by the owner(s).

The owner's registration certificate that reflects incorrect information must be submitted.

Form MV-18 (Affidavit of Correction) must be completed showing the requested corrections and submitted. This form must be signed by the applicant(s).

If a vehicle is jointly owned, the birthday of the first owner as reflected on the certificate of registration will not be corrected to reflect the birthday of the other owner.

Currently there is no charge to issue a corrected certificate of registration. Some corrections cannot be made, especially if the error is in the last several digits of the vehicle identification number that would indicate an entirely different vehicle. Should research of Motor Vehicle Services files indicate that the incorrect information as reflected on the owner's registration is for an entirely different vehicle than the vehicle for which the owner is attempting to obtain a corrected registration, the owner's registration and license plate and/or decal and title (if title is incorrect) must be surrendered to Motor Vehicle Services and a new license plate and registration and title must be obtained from Motor Vehicle Services.

# MOTOR VEHICLE MANUAL

# MOTOR VEHICLE MANUAL

## REPLACEMENT REGISTRATION CERTIFICATE

If a registration certificate is lost, stolen, mutilated or destroyed or becomes illegible, any dealer or owner of a vehicle may apply to any County Tag Agent for a “replacement” of the last registration certificate issued.

The following procedures must be followed when issuing a Replacement Certificate of Registration:

A completed MV-5 application must be submitted to any County Tag Office in the same name(s) as the current registration certificate. This application must be typed in full or completed electronically and printed and signed. This form must also reflect the tag number and renewal decal number issued to the vehicle. If the application is in a company's name, the application must be signed by an authorized representative of the company and the company's name must be shown above the signature. The insurance company's name and policy number must also be shown on the application in the spaces provided (trailer registrations are not required to reflect this information).

DEALERS: The dealer is required to sign the application in space provided and record their current Master Tag Number and Permanent ID number assigned by Motor Vehicle Services.

CURRENT OWNER, VEHICLE IS REGISTERED IN THE PREVIOUS OWNER'S NAME:

The current owner must complete an MV-5 application in the previous owner's name, and provide the current certificate of title assigned to the current owner or a bill of sale if the vehicle is not required to be titled. The current owner will be required to sign in space provided his or her signature(s) and the words “current owner”, must be recorded next to his or her signature(s).

The replacement registration certificate fee of \$1.00 must be submitted along with the MV-5 replacement application.

The County is not required to report the issuance of replacement registration certificates to Motor Vehicle Services and the County retains the \$1.00 fee.

# MOTOR VEHICLE MANUAL



## MOTOR VEHICLE MANUAL

### DEALER, MANUFACTURER, TRANSPORTER, MOTORCYCLE DEALER OR DISTRIBUTOR LICENSE PLATES

Prior to submitting application (s) for dealer license plates, independent dealers (used car dealers) are required to register with:

State Board of Registration of Used Motor Vehicle Dealers  
And Used Motor Vehicle Parts Dealers  
237 Coliseum Drive  
Macon, GA 31217-3858

You can access their web site at: <http://www.sos.state.ga.us/ebd-usedcar/>

Motorcycle dealers, trailer dealers and franchise dealers(new car dealers) are not required to be registered with the State Board of Registration of Used Car Dealers. Mobile home dealers must be registered with the State Fire Marshal's Office.

After registering with the above (when applicable), a Dealer, Manufacturer, Transporter or Distributor must obtain a Dealer, Manufacturer, Transporter or Distributor license plate by completing an MV-6 application in detail. This application must be typed or electronically completed and printed, and signed by the dealer or person authorized to sign for the dealership. In addition, the Georgia sales tax number must be recorded on the MV-6 application. The name and address on the MV-6 application must agree with the name shown on the license issued by the Used Car Board or State Fire Marshal's Office and Georgia Sales Tax Division (when applicable). This application must be submitted to Motor Vehicle Services together with a copy of the license issued by the Used Car Board or State Fire Marshal's Office and a copy of the Sales Tax Certificate issued by the Department of Revenue along with a check for \$62.00. If additional license plates are desired, a completed MV-6 application and the fee of \$12.00 must be submitted for each additional license plate desired. Applications for these plates are submitted to Motor Vehicle Services.

Separate Dealer's license plates must be obtained for each place of business even though they may have the same name.

Dealer/Manufacturer/Transporter/Distributor license plates must be obtained every two years. Current plates expire December 31, 2003. Subsequent expiration dates are December 31, 2005, December 31, 2007, etc.

## MOTOR VEHICLE MANUAL

No dealer may use or permit to be used a dealer's number for private use or on cars for hire or for lease. A dealer may use or permit to be used a dealer's tag for private use on vehicles owned by the dealership, regardless of whether such vehicle has been issued a certificate of title or registration, when the vehicles are operated by an employee or corporate officer of the dealer. A dealer tag used by an employee or officer shall allow them to operate the dealer's vehicle on the streets and highways as long as the dealer's tag is on the dealer's vehicle. The employee or corporate officer is not allowed to operate a vehicle not owned by the dealership with a dealer's license plate. The manufacturer or distributor license plate can also be used on vehicles owned by the manufacturer or distributor in the same manner as is allowed for the dealer license plate; however, manufacturer and distributor license plate use is limited to no longer than six (6) months on the streets or highways per vehicle. Persons or entities in the business of transporting vehicles for others can be issued transporter's license plates; however, transporter license plates can only be used for transporting mobile homes, house trailers, and vehicles which are being used to transport under vehicle's own power.

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## GOVERNMENT/GOVERNMENT MOTORCYCLE LICENSE PLATES

A Government license plate may be obtained for any motor vehicle owned by the State of Georgia or any municipality or other political subdivision of this State that is used exclusively for government functions. Government license plates are not issued month or year of expiration decals. Government license plates will be reissued in 2004, the next tag cycle.

The following documents and fees must be submitted to the County Tag Agent in the county where the vehicle is based:

An MV-1 application must be typed or electronically completed and printed. This application must be signed by an authorized representative of the agency. At the time of application, a request for a Government vehicle or Government motorcycle license plate must be made.

If the vehicle is required to be titled and a title has not yet been issued in the agency's name, the Manufacturer's Statement of Origin or title assigned to the agency must be submitted. The tag fee of \$1.00 and an \$18.00 title application fee(if applicable) must also be submitted. The State of Georgia and the Federal Government do not pay title application fees.

The Tag Agent will issue a license plate and governmental unit designator which is affixed to the government license plate to identify the type of governmental unit operating the vehicle: Authority, County, City, State or Board.

Government license plates are transferable from a vehicle the agency disposes of to another vehicle the Agency acquires or, they are transferable from one government agency to another government agency. If the vehicle is transferred to another government agency, the government license plate may be transferred or the government agency acquiring the vehicle may purchase another government license plate.

If the Government License Plate is lost or stolen, an application for a new Government License Plate accompanied by a copy of the police report must be submitted with the fee of \$1.00 to the County Tag Office.

### County Tag Agents:

The county tag agent is authorized a \$1.00 agent's fee for each government tag issued; therefore, Motor Vehicle Services does not receive any money for the sale/issuance of a government/government motorcycle license plate.

## **MOTOR VEHICLE MANUAL**

No fee is charged for the transfer of a government/government motorcycle license plate; therefore the County Tag Agent does not retain an agent's fee for the transfer of these license plates.

# MOTOR VEHICLE MANUAL

## SPECIAL PRESTIGE LICENSE PLATES

Special Prestige license plates for cars or trucks that weigh less than 14,000 pounds may have a maximum of six (6) letters or a combination of numbers and letters that total six (6) including spaces. Special prestige license plate combinations can not have the same pattern of letters and numbers as regular license plates, e.g., three (3) numbers and three (3) letters, three (3) letters and three (3) numbers, four (4) numbers and two (2) letters or two (2) letters and four (4) numbers. Special Prestige license plates for motorcycles may have a maximum of five (5) letters or a combination of numbers and letters that total five (5) including spaces.

The following must be submitted to the County Tag Office in the county in which you live to apply for a special prestige license plate during your registration period:

An MV-9B application should be completed and submitted to the county tag office along with a check or money order made payable to the Office of the Tax Commissioner. Payment must include the following: \$25.00 manufacturing fee (unless proof is submitted that the fee has been paid) , \$25.00 special tag fee, \$20.00 tag fee (\$12.00 tag fee for a non-commercial trailer), ad valorem taxes and any penalties that may be due. The MV-9B application must be completed in the name(s) of the vehicle owner. Six choices may be shown on the MV-9B application. The first available choice will be approved. If none of the choices are available, a regular series license plate will be issued. The manufacturing fee and special tag fee will be refunded if all choices are unavailable.

If the applicant owns several vehicles, a separate MV-9B form must be completed with choices for each vehicle.

If the Tag Agent has the Special Prestige license plate in inventory, then the Agent will issue the Special Prestige license plate.

If the Special Prestige license plate is not in the Tag Agent Inventory, the Tag Agent will issue a Temporary Operating Permit to the owner. Once the tag is manufactured, Motor Vehicle Services will send the license plate and certificate of registration to the owner.

## MOTOR VEHICLE MANUAL

If the Special Prestige license plate was ordered by an owner that lived in one county and now resides in a different county, the County Tag Office should telephone the County Tag Agent in the county that the applicant moved from and request the special prestige license plate and bill of lading be forwarded to the current county of residence.

An MV-1 tag application, or the vehicle's renewal notice must be completed in detail. The application must be typed in full or electronically completed and printed and signed by the applicant(s). The application must be in the same name as shown on the approved MV-9B form. If the vehicle to be registered is jointly owned, one of the vehicle owners must be the applicant approved for the special prestige license plate.

If the applicant owns more than one vehicle, a separate MV-9B form must be completed with choices for each vehicle.

The County Tag Agent retains \$1.00 of each tag fee as an agent's fee. No agent's fee is retained from the manufacturing fee or the special tag fee.

If an original Special Prestige license plate is lost or stolen, a regular issue license plate will be issued by the County Tag Agent upon receipt of a properly completed MV-7 application, a copy of the police report and the fee of \$8.00 or another special prestige tag combination can be applied for with a \$25.00 manufacturing fee and an \$8.00 replacement tag fee.

If an original Special Prestige License plate is damaged it may be replaced with a properly completed MV-7 application and an \$8.00 replacement fee.

### ORGANIZATION, INSTITUTION, ASSOCIATION or GROUP COMMEMORATIVE LICENSE PLATE

#### **Available Organization, Institution, Association or Group Commemorative License Plates**

Currently, the following license plates are issued to commemorate certain organizations, institutions, associations or groups because the organizations, institutions, associations or groups sponsoring the license plates met the requirements of law, rules and regulations.

Delta Sigma Theta Sorority  
Georgia Council of Deliberation  
Seminole Club  
Sons of Confederate Veterans  
Wildflower

A Georgia resident must submit the following documents and fees to the County Tag Office in the county in which they live to apply for one of these license plates during the vehicle owner's registration period:

1. MV-1 tag application or the vehicle's renewal notice must be submitted. The application must be typed in full or electronically completed and printed and signed by the vehicle's owner. If the vehicle is jointly owned, the application must be completed in both owners' names.
2. If the applicant applies in person, the applicant must tell the County Tag Office employee which license plate he or she wants. If the applicant applies by mail, the applicant must attach a note to the application that indicates the license plate he or she wants.

## MOTOR VEHICLE MANUAL

3. A check or money order made payable to the Office of the Tax Commissioner must be remitted as follows: \$25.00 manufacturing fee (unless proof is submitted that the fee has been paid); \$25.00 special tag fee; \$20.00 tag fee or \$12.00 tag fee for a non-commercial trailer and ad valorem taxes.

If the applicant owns more than one vehicle and wants one of these license plates for every vehicle owned, steps 1-3 must be followed for each vehicle.

If the license plate is in the Tag Agent inventory, the Agent will issue the license plate and registration. The Tag Agent retains \$1.00 of each tag fee as an agent's fee.

Wildflower License Plate – The Tag Agent retains an additional \$1.00 from the manufacturing fee of the Wildflower license plate.

If the license plate is not in the Tag Agent inventory, the Agent will issue a Temporary Operating Permit to the owner. The Tag Agent retains \$1.00 of each tag fee as an agent's fee. A \$1.00 additional Agent's Fee is retained from the manufacturing fee for the Wildflower license plate. Motor Vehicle Services will mail the license plate and certificate of registration to the applicant, if a temporary Operating Permit is issued.

### **Application Process for Organizations, Institutions, Associations or Groups**

Any Georgia organization, institution, association or group that wants a special license plate manufactured to commemorate their organization; institution, association or group must submit Form T-212 to:

Special Tags/Organization  
Tag Request:

Motor Vehicle Services/Room 1106  
PO Box 740384  
Atlanta, Georgia 30374-0384

Each resident, motor vehicle owner that wants a license plate commemorating an organization, institution, association or group must submit the \$25.00 manufacturing fee with Form MV-9Q to the Georgia organization, institution, association or group sponsoring the efforts to provide for a special license plate.

For complete requirements, please refer to the instructions for Form T-212 and Form MV-9Q located at the back of this manual.



## **TRANSFER OF SPECIAL LICENSE PLATES**

Special license plates, including special prestige license plates may only be transferred from one vehicle, an owner or joint owners have sold or otherwise disposed of, to another vehicle the same owner or joint owners acquire as long as the vehicle which was sold or otherwise disposed of requires the same class of license plate as the newly acquired vehicle.

For purposes of this topic, special license plates include:

- Alternative Fuel
- Amateur Radio
- Authentic Historical
- Bob White Quail
- Certified Firefighter
- Chosin Reservoir Campaign
- College or University
- Delta Sigma Theta Sorority
- Disabled Athletes
- Disabled Person
- Disabled Veteran (Free)
- Disabled Veteran
- Hobby Antique
- Honor Educators
- Honorary Consul
- Judge of the Court of Appeals
- Justice of the Supreme Court
- Desert Storm Air Force
- Desert Storm Army
- Desert Storm Coast Guard
- Desert Storm Navy
- Desert Storm U. S. Marine
- Pearl Harbor Survivor
- Korean War Air Force
- Korean War Army
- Korean War Coast Guard
- Korean War Navy
- Korean War U S Marine
- Medal of Honor
- Former Prisoner of War
- Georgia National Guard

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Prestige  
Prestige Motorcycle  
Purple Heart  
Reserve  
Reserve Air Force/Retired  
Reserve Army/Retired Army  
Reserve Coast Guard/Retired Coast Guard  
Reserve Marine/Retired Marine  
Reserve Navy/Retired Navy  
Retired Air Force  
Retired Army  
Retired Coast Guard  
Retired Marine  
Retired Navy  
Retired Veteran  
Seminole Club  
Sheriff  
Shrine Hospitals  
Speaker of the House  
Special Prestige  
State Representative  
State Senator  
Support Education  
Trout Unlimited  
United States Representative  
United States Reserve  
United States Senator  
Veteran of Korean War  
Veteran of Operation Desert Storm  
Veteran of Vietnam War  
Veteran of World War I  
Veteran of World War II  
Vietnam Army  
Vietnam Air Force  
Vietnam Coast Guard  
Vietnam Marine  
Vietnam Navy  
Wildflower  
Wildlife  
World War I Army  
World War I Coast Guard  
World War I Marine  
World War I Navy  
World War II - Coast Guard  
World War II Army

## MOTOR VEHICLE MANUAL

World War II Marine  
World War II Navy

In order to transfer a Special license plate from one vehicle an owner or joint owners have sold or transferred to another vehicle the same owner or joint owners acquire, the following documents must be submitted to the County Tag Agent:

1. An MV-1 application must be completed in full reflecting the new vehicle information. This application must be typed or electronically completed and printed and signed by the owner.
2. The current year registration certificate must be submitted or registration information must be verified on GRATIS.
3. The transfer fee of \$5.00 must be submitted. If the license plate is classified as a "free tag", a transfer fee is not paid.
4. Application for title, supporting documents and title application fees if newly acquired vehicle is required to be titled.

# MOTOR VEHICLE MANUAL

# MOTOR VEHICLE MANUAL

## FORMER PRISONER OF WAR LICENSE PLATE

One Former Prisoner of War license plate may be issued free to an eligible applicant for a vehicle the applicant owns or owns jointly with another person.

The qualifications are as follows:

Any resident veteran of the Armed Forces of the United States who was discharged under honorable conditions and who was captured and held prisoner by forces hostile to the United States while serving in the Armed Forces of the United States in World War I, World War II, the Korean War, Vietnam or Operation Desert Storm is eligible for one free Former Prisoner of War License Plate.

The resident spouse of a deceased former prisoner of war is eligible for one free former prisoner of war license plate as long as the spouse does not remarry.

The applicant submits the following to his or her county tag agent:

An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and signed by the owner. The Georgia driver's license number or Social Security number of the Former Prisoner of War must be recorded.

A letter from the U.S. Department of Veterans Affairs or from the State Department of Veterans' Services or DD-214 form must be submitted verifying that the applicant was a Prisoner of War.

If the free license plate is in the Tag Agent's inventory, the County Tag Agent will issue the license plate. No tag fee or agent's fee is collected or retained for the free license plate.

Additional Former Prisoner of War license plates may be obtained by submitting the following to the county tag agent:

An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and signed by the owner reflecting the Georgia driver's license number or Social Security number of the Former Prisoner of War.

A letter from the U.S. Department of Veterans Affairs or from the State Department of Veterans' Services or DD-214 form must be submitted verifying that the applicant was a Prisoner of War.

Applicable ad valorem taxes and tag fee must be submitted. Tag fee is \$20.00 for a car or truck weighing less than 14,000 pounds. Tag fee is \$12.00 for a non-commercial trailer.

## MOTOR VEHICLE MANUAL

If an additional former prisoner of war license plate is requested, the Tag Agent issues a Temporary Operating Permit to the Applicant. The county agent retains \$1.00 as an agent's fee for the issue of a Temporary Operating Permit for an additional former prisoner of war license plate.

Motor Vehicle Services issues and mails the owner's certificate of registration and a Former Prisoner of War license plate to the applicant.

When a Former Prisoner of War license plate needs to be transferred from the deceased Former Prisoner of War to the surviving spouse, the following must be submitted to the County Tag Agent:

An MV-1 application must be submitted in the surviving spouse's name. This application must be typed in full or electronically completed and printed and must be signed by the applicant exactly as typed. The Georgia driver's license number or Social Security number of the surviving spouse must be recorded.

If the Former Prisoner of War was not issued this license plate during his or her lifetime, then a letter from the U.S. Department of Veterans Affairs or from the State Department of Veterans' Services or DD-214 form must be submitted indicating the former prisoner of war status.

A copy of the death certificate and a copy of the marriage certificate must be submitted.

If the vehicle is required to be titled and it is not issued in the surviving spouse's name, then the title application fee and supporting documents must be submitted.

The law allows the surviving spouse one "free" Former Prisoner of War license plate and one additional "paid" license plate as long as the surviving spouse of the Former Prisoner of War does not remarry.

## MOTOR VEHICLE MANUAL

### PRIVATELY OWNED BUSES

Privately owned buses must be operated exclusively in the transportation of pupils and teachers to and from school activities, or church activities, or the transportation of the owner of the bus and members of his or her immediate family. In order to apply for a Georgia license plate for a privately owned bus, the applicant must submit the following documents to the tag agent in the county of legal residence:

An MV-1 tag application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner.

A check or money order made payable to the tag agent to cover the payment for ad valorem taxes, \$20.00 tag fee and any penalties that may be due.

# MOTOR VEHICLE MANUAL



## MOTOR VEHICLE MANUAL

### PURPLE HEART RECIPIENT LICENSE PLATE

Georgia residents who are veterans of the armed forces of the United States and who have been awarded the Purple Heart Citation may apply for a special and distinctive vehicle license plate for a car or truck weighing less than 14,000 pounds or non-commercial trailer. The surviving spouse of a deceased Purple Heart recipient shall continue to be eligible for a Purple Heart License Plate as long as the surviving spouse does not remarry. A Purple Heart license plate may be issued to a vehicle owned by the Purple Heart recipient or jointly owned with the Purple Heart recipient.

Purple Heart recipients may be issued one “free” Purple Heart license plate.

Applications for the “free” Purple Heart license plate should be made to the tag office in the owner’s county of residence. The following documents should be submitted:

An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, signed by the owner(s) and reflect the Georgia driver’s license number or Social Security number of the applicant. The Purple Heart license plate may be issued to a vehicle owned by the Purple Heart recipient or jointly owned with the Purple Heart recipient.

A copy of the applicant’s DD214 Report of Separation from Active Duty, indicating receipt of a Purple Heart Citation or any other military record reflecting the award of the Purple Heart Citation must be submitted. Re-certification is not needed each year to renew the license plate once the owner’s eligibility is established.

If the license plate is not in the tag agent’s inventory, the tag agent issues a temporary operating permit for the “free” Purple Heart license plate. Motor Vehicle Services will issue and mail the “free” Purple Heart license plate and owner’s certificate of registration to the applicant if the person is entitled to receive it.

## MOTOR VEHICLE MANUAL

To apply for an additional Purple Heart license plate during your registration period, you must submit a properly completed MV-9W application along with the following to your county tag agent.

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, signed by the owner(s) and reflect the Georgia driver's license number of the Purple Heart recipient. The Purple Heart license plate may be issued to a vehicle owned by the Purple Heart recipient or jointly owned with the Purple Heart recipient.
2. A copy of the applicant's DD214, Report of Separation from Active Duty, indicating receipt of a Purple Heart Citation or any other military record reflecting the award of a Purple Heart Citation.
3. A check or money order for ad valorem taxes, \$20.00 tag fee, \$25.00 manufacturing fee, and \$25.00 special tag fee made payable to the County Tag Office.

If the additional Purple Heart license plate is in the county's inventory, then the county should issue the plate to the applicant.

The agent retains \$1.00 for each additional Purple Heart license plate issued. If the additional Purple Heart license plate is not in the county's inventory then the county, issues a temporary operation permit for the "paid" Purple Heart license plate. The County Tag Agent forwards the tag application, Form MV-9W, the DD214 or other military record to Motor Vehicle Services.

Motor Vehicle Services will review the application and if the applicant is authorized to receive the license plate, Motor Vehicle Services will mail the license plate and owner's certificate of registration to the applicant.

# MOTOR VEHICLE MANUAL

## RETIRED MILITARY BY BRANCH OF SERVICE

Georgia residents who are retired veterans of the armed forces of the United States may apply for a distinctive license plate for a car, truck weighing less than 14,000 pounds or non-commercial trailer. The surviving spouse of a deceased retired veteran may continue to be eligible for the retired veteran license plate as long as the spouse does not marry. A Retired Veteran license plate may be issued to a vehicle owned by the retired veteran recipient or jointly owned with the retired veteran.

Retired Veteran recipients may be issued one “free” Retired Veteran’s license plate.

Applications for the “free” retired veteran’s license plates should be made to the tag office in the owner’s county of residence. The following documents should be submitted:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, signed by the owner(s) and reflect the Georgia driver’s license number of the applicant.
2. A copy of the applicant’s DD-214, separation papers or Military Identification, indicating the retired status. Re-certification is not needed each year to renew the license plate once the owner’s eligibility is established.

If the license plate is not in the tag agent’s inventory the tag agent shall issue a temporary operating permit for the free Retired Veterans license plate. Motor Vehicle Services will issue and mail the free Retired Veterans license plate and owner’s certificate of registration to the applicant.

The Retired Veterans’ branches of service include:

Retired Army  
Retired Air Force  
Retired Coast Guard  
Retired Marine  
Retired Navy

# MOTOR VEHICLE MANUAL

# MOTOR VEHICLE MANUAL

## VETERANS OF CERTAIN WARS' LICENSE PLATES

Georgia residents who served during World War I, World War II, the Korean War, the Vietnam War, or Operation Desert Storm may apply for a distinctive license plate for a car or truck weighing less than 14,000 pounds or a non-commercial trailer. The surviving spouse of a deceased Veteran that served in certain wars may continue to be eligible for the license plate as long as the spouse does not remarry. The license plate may be issued to a vehicle owned by the veteran or jointly owned with the veteran.

A veteran of certain wars may be issued a total of two (2) license plates.

Applications for these license plates should be made to the tag office in the owner's county residence. The following documents should be submitted:

An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, signed by the owner(s) and reflect the Georgia driver's license number of the applicant. The license plate can be issued to a vehicle the veteran owns or jointly owns with another person.

A copy of the applicant's DD-214 or, separation papers indicating the branch of service and the war in which the veteran served. Re-certification is not needed each year to renew the license plate once the veteran's eligibility is established.

The initial tag fee is \$70.00 plus any ad valorem taxes that may be due. The initial tag fee includes: \$25.00 manufacturing fee, \$20.00 tag fee and \$25.00 Special Tag fee. The license plate may be renewed each year with the payment of ad valorem taxes and \$45.00 (\$20.00 tag fee and \$25.00 special tag fee).

If the license plate is not in the tag agent's inventory, the tag agent shall issue a temporary operating permit. Motor Vehicle Services will issue and mail the license plate and owner's certificate of registration to the applicant.

The Veterans of certain wars license plates include:

- Desert Storm Army
- Desert Storm Air Force
- Desert Storm Coast Guard
- Desert Storm US Marine
- Desert Storm Navy

- Korean War Army
- Korean War Air Force
- Korean War Coast Guard
- Korean War US Marine
- Korean War Navy

# **MOTOR VEHICLE MANUAL**

Vietnam Army  
Vietnam Air Force  
Vietnam Coast Guard  
Vietnam Marine  
Vietnam Navy

WWI Army  
WWI Coast Guard  
WWI Marine  
WWI Navy

WWII Army  
WWII Coast Guard  
WWII Marine  
WWII Navy

# MOTOR VEHICLE MANUAL

## UNITED STATES RESERVE LICENSE PLATES

Resident, active or retired members of Reserve Components of the United States Air Force, Army, Coast Guard, Marines and Navy are entitled to one free Reserve license plate. Resident members of a National Guard unit in a State adjoining the State of Georgia for whom there is no Georgia National Guard unit in Georgia are entitled to one free U. S. Reservist plate. To apply for a U. S. Reserve license plate, the active or retired member or National Guard member as described submits the following documents to the tag agent in the county in Georgia of his or her legal residence:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner reflecting the reserve member's Georgia driver's license number or Social Security number. The application must be in the Reserve member's name or may be in the member's name with the name of a joint owner of the vehicle. If the applicant has received a renewal notice, this form should be used in lieu of any other tag application.
2. Written certification from the Commanding Officer that the applicant is an active member of a United States Reserve Unit or National Guard member as described must be submitted. This certification must show the name and social security number of the member or Georgia drivers license number, and a current year's date, and the respective branch of the Military Reserve: Air Force, Army, Coast Guard, Marines or Navy.
3. A check or money order, made payable to the County Tag Agent for ad valorem taxes must be submitted.

If the license plate is not in county inventory, the Tag Agent issues a Temporary Operating Permit to the applicant. The Tag Agent forwards the tag application and certification from the commanding officer to Motor Vehicle Services. Motor Vehicle Services issues and mails a U. S. Reserve license plate made for the respective branch of the military reserve to the applicant with the owner's certificate of registration. A National Guard member that serves in a unit of the National Guard in a state bordering Georgia is issued a generic U S Reserve license plate.

## MOTOR VEHICLE MANUAL

If the license plate is in the County Tag Agent's inventory, the Tag Agent issues the license plate. A tag fee is not charged and an agent's fee is not retained for the issue of the one free U. S. Reserve license plate.

In order to transfer a U. S. Reserve license plate to a newly acquired vehicle from a vehicle that has been sold or otherwise disposed of, the following documents must be submitted to the County Tag Agent:

1. An MV-1 application must be completed in detail reflecting the newly acquired vehicle information. This application must be typed in full or electronically completed and printed and signed by the active or retired member.
2. The current Registration Certificate for the U. S. Reserve license plate must be submitted or verification of issue from the state registration and title system GRATIS must be obtained.
3. There is no transfer fee for transfer of the "free" Reserve license plate. There is a \$5.00 transfer fee for the transfer of the additional Reserve license plate.
4. Supporting documents and the title fee must be submitted if vehicle is required to be titled.

One additional U. S. Reserve license plate can be obtained for one other vehicle by submitting the following to the County Tag Agent during the owner's registration period:

MV-1 or renewal notice, supporting documents and the title fee if vehicle is required to be titled.

Form MV-9W must be completed and submitted.

\$25.00 manufacturing fee, \$25.00 Special Tag fee, \$20.00 tag fee

If the license plate is in the County Tag Agent's inventory, the Tag Agent issues the license plate. Since a tag fee is charged for the additional license plate, the agent retains \$1.00.

If the license plate is not in the County Tag Agent's inventory, the Tag Agent issues a Temporary Operating Permit. The County Tag Agent sends documents and fees minus the \$1.00 agent's fee to Motor Vehicle Services. Motor Vehicle Services will mail the registration and license plate to the owner after the tag is manufactured.



## MOTOR VEHICLE MANUAL

If the free U. S. Reserve license plate is lost or stolen, a replacement U. S. Reserve license plate will be issued by Motor Vehicle Services upon receipt of a properly completed MV-7 application for a Replacement License Plate and a copy of the police report. No fee is due. If the paid U. S. Reserve license plate is lost or stolen, a replacement U. S. Reserve license plate will be issued by Motor Vehicle Services upon receipt of a properly completed MV-7 Application for a Replacement License Plate, a copy of the police report, and the fee of \$33.00 (\$25.00 manufacturing fee and \$8.00 replacement tag fee).

In order for us to issue a Reservist's plate to a National Guard member that serves in a National Guard\* unit in a state bordering Georgia, the requirements are the same as for a Reservist license plate, except for the following:

A National Guard member must have a signed letter of certification from the Commanding Officer certifying membership. The letter must be current and show the Guard Member's Georgia driver's license number or Social Security number. The Guard member must be in a National Guard unit in a state bordering Georgia (i.e. Alabama, Tennessee, South Carolina, etc.).

Once a retired Reserve member establishes license plate eligibility, he or she does not have to provide annual certification from a commanding officer to renew the license plate and registration.

The available plate categories are:

Army Reserve	Active/Retired
Coast Guard Reserve	Active/Retired
Air Force Reserve	Active/Retired
Marine Reserve	Active/Retired
Navy Reserve	Active/Retired
*Reserve	National Guard Active/Retired

# MOTOR VEHICLE MANUAL

## MOTOR VEHICLE MANUAL

### DISABLED VETERAN'S LICENSE PLATE (WITHOUT TAG FEE)

Upon application and approval, one set of Disabled Veteran's License Plates may be issued free to a qualified veteran for a vehicle he or she owns or owns jointly with his or her spouse.

The qualifications are as follows:

- A. A Veteran that was discharged under honorable conditions and served on active duty in the Armed Forces of the United States, the Georgia National Guard or the Reserves must present proof that he or she is receiving or that he or she is entitled to receive a statutory award from the U. S. Department of Veterans Affairs for:

Loss or loss of use of one or both feet;

Loss or loss of use of one or both hands;

Loss of sight in one or both eyes; or

Permanent impairment of vision of both eyes of the following status: central visual acuity of 20/200 or less in the better eye, with corrective glasses, or central visual acuity of more than 20/200 if there is a field defect in which the peripheral field has contracted to such an extent that the widest diameter of visual field subtends on angular distance no greater than 20 degrees in the better eye.

- Or -

- B. A Veteran that was discharged under honorable conditions and has been adjudicated by the Veteran's Administration of the United States as being 100 per cent totally disabled and entitled to receive service connected benefits must present proof that he or she is receiving or that he or she, is entitled to receive benefits for a 100 percent service connected disability for as long as he or she is 100 percent disabled.

Once a veteran has established eligibility to receive this license plate, the veteran shall be entitled to receive free tags or free revalidation decals in succeeding years on any one automobile, private passenger pickup truck, motorcycle, station wagon or van type vehicle of three-quarter tons or less that person may own or acquire in the future and on which the free Disabled Veteran's license plate is placed.

The applicant submits the following to the County Tag Agent in the county of residence:

## MOTOR VEHICLE MANUAL

An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and must be signed by the owner. The application must include the Georgia driver's license number or Social Security number of the veteran. If the applicant has received a renewal notice, the renewal notice should be used.

If the applicant meets the qualifications of a 100% disability (paragraph B), a letter from the U. S. Department of Veterans Affairs specifying the disability; that the disability was service connected; and, that the Veteran is 100% totally disabled and entitled to receive service connected benefits must be submitted.

If the veteran doesn't meet the qualification of paragraph (B) - then proof has to be submitted as indicated in paragraph (A).

For a first time issuance of this license plate, the tag agent will issue a Temporary Operating Permit to the applicant.

In subsequent renewal years, re-certification by the U. S. Department of Veteran Affairs is not needed and a County Tag Agent may issue the renewal decal. An agent's fee is not retained for the issue, renewal or transfer of the "free" Disabled Veteran license plate.

Motor Vehicle Services will issue a set of (Free) Disabled Veteran's license plates and will mail the license plate to the applicant with the owner's certificate of registration. One license plate shall be fastened to the front of the vehicle and the other to the rear of the same vehicle. If a Disabled Veteran's motorcycle license plate is issued, only one license plate will be issued to be attached to the rear of the motorcycle. A Disabled Veteran is not allowed a free license plate for both a car/light truck and a motorcycle. A Disabled Veteran is only allowed one free license plate for a car/light truck or motorcycle.

If the original "free" Disabled Veteran's license plate is lost or stolen, a replacement Disabled Veteran's license plate will be issued by Motor Vehicle Services upon receipt of a properly completed MV-7 application for a Replacement License Plate and a copy of the police report. No replacement tag fee is required.

Even though a set of license plates is issued, the renewal decal must be placed on the license plate on the rear of the vehicle.

## MOTOR VEHICLE MANUAL

### DISABLED VETERAN'S LICENSE PLATE (WITH TAG FEE)

Disabled Veterans that are honorably discharged Veterans and unable to qualify for free Disabled Veteran's license plates can be issued a set of Disabled Veterans license plates for a car/light truck that he or she owns or owns jointly with his or her spouse. This set of Disabled Veterans license plates is not free. The qualifications for a Disabled Veterans license plate that requires payment of a \$20.00 tag fee are:

1. The loss or loss of one or both feet;
2. The loss or loss of use of one or both hands;
3. The loss of sight in one or both eyes; or
4. 100% totally disabled.
5. The disability or loss may be service or non-service connected.

The applicant submits the following documents to the County Tag Office :

1. An MV-1 application must be submitted. This application must be completed in detail, typed in full or electronically completed and printed and must be signed by the owner. The application should be completed with the applicant's Georgia driver's license number. If a renewal notice is received, the renewal notice should be used in lieu of the MV-1 form.
2. A letter from the U. S. Department of Veterans Affairs stating the extent of the applicant's disability or a letter from the Georgia Department of Veterans Service certifying that the applicant meets the requirements for a disabled veteran's license plate must be submitted reflecting the applicant's social security number or Georgia driver's license number.
3. The \$20.00 fee for the license plate and any ad valorem tax due must be submitted.

For the initial issue of the license plate, the Tag Agent issues a Temporary Operating Permit to the applicant. The County Tag Agent retains a \$1.00 agent's fee for the issue, transfer, or renewal of this Disabled Veteran's license plate. Motor Vehicle Services issues a set of license plates and certificate of registration and mails them to the owner. One license plate is fastened to the front of the vehicle and the other license plate is fastened to the rear of the same vehicle.

## **MOTOR VEHICLE MANUAL**

If the original Disabled Veteran's license plates is lost or stolen, a replacement Disabled Veteran's license plate will be issued by Motor Vehicle Services upon receipt of a properly completed MV-7 application for a Replacement License Plate, a copy of the police report and the fee of \$8.00.

In subsequent, renewal years, re-certification by the U. S. Department of Veterans Affairs or the Georgia Department of Veterans Affairs or the Georgia Department of Veterans Service is not needed.

Only one renewal decal is issued and it must be affixed to the license plate on the rear of the vehicle.

## MOTOR VEHICLE SERVICES

### MEDAL OF HONOR LICENSE PLATES

One set of Medal of Honor license plates may be issued free to an eligible applicant.

The qualification is as follows:

Any resident who has been awarded the Medal of Honor by the United States Government, upon complying with the Motor Vehicle Laws relating to registration and licensing of motor vehicles, shall be issued a set of Medal of Honor license plates free of charge. Such license plates shall be fastened to both the front and the rear of the same vehicle.

The applicant must submit the following documents to the tag office in the county of residence.

1. An MV-1 application completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner. If a renewal notice is received, use the renewal notice in lieu of the application. These license plates can be issued to a Medal of Honor recipient for a vehicle owned solely by the Medal of Honor recipient or owned with another person.
2. A letter from the U. S. Department of Veterans Affairs must be submitted verifying that the applicant is a Medal of Honor Recipient. If this honor is noted on the DD214 - then a copy of the DD214 can also be submitted.
3. A check or money order must be submitted for any ad valorem tax that may be due made payable to the County Tag Agent. There is no tag fee.

If the Medal of Honor license plate is not in the county's inventory, the tag agent issues a Temporary Operating Permit to the applicant. The tag agent shall not retain any agent's fee for the issue of the Temporary Operating Permit. Motor Vehicle Services issues and mails a set of Medal of Honor license plates to the applicant with the owner's certificate of registration. One license plate is fastened to the front of the vehicle and the other license plate is fastened to the rear of the same vehicle. Only one renewal decal is issued and it must be affixed to the license plate on the rear of the vehicle.

## MOTOR VEHICLE SERVICES

In order to transfer a Medal of Honor license plate to a newly acquired vehicle, the following documents must be submitted to the County Tag Agent:

1. An MV-1 application must be completed in detail reflecting the newly acquired vehicle information. This application must be typed in full or electronically completed and printed and signed by the applicant.
2. Current registration information verifying the issue of the Medal of Honor license plate to the applicant must be provided. Verification can be obtained by inquiry into Georgia's Registration and Title Information System, GRATIS.
3. Documents supporting the application and applicable title fees for any newly acquired vehicle required to be titled.

A county tag agent shall not retain a tag agent's fee for the transfer, issue or renewal of a Medal of Honor license plate.

In renewal years, re-certification by submission of proof of eligibility for the license plate is not required.



## MOTOR VEHICLE SERVICES

### GEORGIA NATIONAL GUARD LICENSE PLATES

Resident members or resident, retired members of the Georgia National Guard are entitled to one free Georgia National Guard License Plate. To apply for a Georgia National Guard license plate, the Georgia National Guard member submits the following documents to the tag agent in the county in Georgia of legal residence:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically printed and signed by the owner reflecting the Georgia driver's license number of the member. The tag application can be in the Guard member's name or in the name of the member and another individual if the vehicle is owned with another person. If the applicant has received a renewal notice, the renewal notice should be used in lieu of the MV-1 application.
2. Written certification from the Commanding Officer that the applicant is an active member of the Georgia National Guard must be submitted. This certification must show the name, the Georgia driver's license number or Social Security number of the member, and a current year's date. If the applicant is retired, a letter from the Adjutant General of the Georgia National Guard must be submitted certifying the applicant's status. The letter must include the Georgia driver's license number or Social Security number of the retired member. Once a retired member establishes eligibility, the letter is no longer needed for renewal of this license plate.
3. A check or money order for any applicable ad valorem taxes must be submitted.

If the Georgia National Guard license plate is not in the county's inventory, the tag agent issues a Temporary Operating Permit to the applicant.

## MOTOR VEHICLE SERVICES

If the free Georgia National Guard license plate is lost or stolen, a replacement Georgia National Guard license plate will be issued by Motor Vehicle Services upon receipt of a properly completed MV-7 application for a Replacement License Plate and a copy of the police report.

Re-certification from an active member's Commanding Officer must be presented each year to renew the Georgia National Guard license plate.

To apply for one additional Georgia National Guard license plate, which is not free, the resident member or resident, retired member of the Georgia National Guard must submit the following documents to the County Tag Agent in the county in Georgia of legal residence:

1. Form MV-9W must be completed in the Georgia National Guard member's name.
2. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the owner reflecting the Georgia driver's license or Social Security number of the member. The application can be in the member's name or in the name of the member and another individual if the vehicle is owned with another person. If the member has received a renewal notice, the renewal notice should be used in lieu of the MV-1 application.
3. Written certification from the Commanding Officer that the applicant is an active member of the Georgia National Guard must be submitted. This certification must show the name, Georgia driver's license number or Social Security number of the member, and a current year's date. If the applicant is retired, a letter from the Adjutant General of the Georgia National Guard must be submitted certifying the applicant's status. The letter must include the Georgia driver's license number or Social Security number of the retired member. Once a retired member establishes eligibility, the letter is no longer needed for renewal of this license plate.
4. A check or money order for any applicable ad valorem taxes, \$25.00 manufacturing fee, \$25.00 Special Tag fee, and \$20.00 tag fee made payable to the County Tag Agent, must be submitted.

If the Georgia National Guard license plate is not in the county's inventory, the County Tag Agent issues a Temporary Operating Permit to the applicant.

If the "paid" Georgia National Guard license plate is lost or stolen, a replacement Georgia National Guard license plate will be issued by Motor Vehicle Services upon receipt of a properly completed MV-7 application for a Replacement License Plate, a copy of the police report and the fee of \$33.00 (\$25.00 manufacturing fee and \$8.00 replacement tag fee).

## **MOTOR VEHICLE SERVICES**

A County Tag Agent is authorized a \$1.00 agent's fee for the issue, renewal or transfer of a "paid" Georgia National Guard license plate.

### **OTHER SPECIAL LICENSE PLATES**

Refer to Form MV-9W at the back of this manual for eligibility requirements for additional Special License plates. Unless noted on the form, the processing rules are the same as documented in the section titled "Georgia National Guard License Plates". The eligibility requirements for the applicants are noted on Form MV-9W.

## **MOTOR VEHICLE SERVICES**

## MOTOR VEHICLE SERVICES

### COMMEMORATIVE UNIVERSITY/COLLEGE LICENSE PLATES

Currently the following university/college license plates are issued because at least 500 applications were received in the current tag cycle:

Agnes Scott College  
Albany State University  
Brenau University  
Clark Atlanta University  
Columbus College  
Emory University  
Fort Valley State University  
Georgia Tech  
Georgia Southern University  
Georgia State University  
Kennesaw College  
LaGrange College  
Life College  
Medical College of Georgia  
Mercer University  
Morehouse College  
Morris Brown College  
North Georgia College  
Savannah State  
Spelman College  
University of Georgia  
Valdosta State College

For a Georgia college/university license plate not on this list, you must complete form MV-9C and send the form and \$25.00 check made payable to:

Attn: Special Tags  
Motor Vehicle Services  
P. O. Box 740384  
Atlanta, GA 30374-0384

If 500 applications are not received by July 31 in the year before the year of issue, the license plate will not be manufactured and the manufacturing fee will be refunded.

An application and \$25.00 must be submitted for each license plate ordered. If a Georgia University/College is not on the list, the college name should be written on the form in the space provided.

## MOTOR VEHICLE SERVICES

In order to request the manufacture/issue of a Commemorative University or College license plate that is on the list, the following must be submitted to the County Tag Office in the owner's county of residence.

An MV-9C form should be completed and submitted. This form must be completed in the same name(s) of the owner(s) as shown on the registration certificate. The appropriate block showing the type of license plate being requested should be checked.

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the applicant. If the applicant has received a renewal notice for the vehicle, this form should be used in lieu of a new MV application. The MV-1 application can be in the tag applicant's name(s) as shown on the MV-9C form or may be in that name with another individual's name if the vehicle to be registered is jointly owned.
2. A check or money order made payable to the County Tag Agent to cover the total fees due: \$20.00 license plate fee, \$25.00 manufacturing fee, \$25.00 special tag fee and any ad valorem tax due must be submitted.

If the license plate is in the county inventory, the County Tag Agent issues the license plate retaining \$1.00 agent's fee from the \$20.00 tag fee.

If the Commemorative University or College license plate is not in the county's inventory, the tag agent issues a Temporary Operating Permit to the applicant retaining \$1.00 of the \$20.00 tag fee as an agent's fee.

Motor Vehicle Services will issue and mail the Commemorative University or College license plate to the applicant with the owner's certificate of registration if a Temporary Operating Permit is issued.

If the original Commemorative University or College license plate is lost or stolen, a regular issue license plate may be issued by the County Tag Agent in the owner's county of residence upon receipt of a properly completed MV-7 application, a copy of the police report and the fee of \$8.00.

If the original Commemorative University or College license plate is lost or stolen, another Commemorative University or College license plate may be issued by Motor Vehicle Services or the County Tag Agent in the owner's county of residence upon receipt of a properly completed MV-7 application, a copy of the police report and the payment of \$33.00 (\$8.00 replacement tag fee and \$25.00 manufacturing fee). The same license plate number that was lost or stolen will not be reissued. The next available license plate number in inventory will be issued.

## MOTOR VEHICLE SERVICES

### WILDLIFE LICENSE PLATES

Any motor vehicle owner who is a resident of Georgia upon complying with the motor vehicle laws relating to registration and licensing of motor vehicles and upon the payment of a \$15.00 manufacturing fee in addition to the regular motor vehicle registration fee and ad valorem tax, may be issued a Wildlife License Plate for a passenger vehicle/truck weighing less than 14,000 pounds or non commercial trailer. Wildlife License Plates will only be issued in conjunction with the registration of a vehicle. No license plates will be sold for “souvenir purposes only” including Wildlife license plates.

The Wildlife License Plates are a part of the license plate inventories of all 159 County Tag Agents in this State. A Wildlife License plate is renewed annually with the purchase of a renewal decal, the payment of any ad valorem tax, mailing fee and late registration penalties that may be due. The initial issue of a Wildlife License Plate will cost \$15.00 for the manufacture of the license plate, the tag fee applicable for the vehicle that is registered and ad valorem taxes. There will be no additional Special Tag fee charged for the renewal of this special license plate. The applicant must submit the following to the tag agent in the county in Georgia of his or her legal residence to obtain a Wildlife License Plate:

1. An MV-1 application must be completed in detail. The application must be typed in full or electronically completed and printed and must be signed by the applicant (s). If the applicant has received a renewal notice, this notice should be used in lieu of any other application.
2. A check or money order made payable to the tag agent to cover total fees due (\$15 manufacturing fee, tag fee, any ad valorem tax, penalties and mailing fees which may be due) must be submitted.
3. A note requesting a Wildlife License Plate must be sent with a renewal notice. If applying in person, an indication to the County Tag Office employee that a Wildlife License Plate is desired must be made.

A Wildlife license plate can not be issued to register a motorcycle.

## MOTOR VEHICLE SERVICES

If a Wildlife license plate is issued to a trailer, there is a \$15.00 manufacturing fee and \$12.00 tag fee. If a Wildlife license plate is issued to register a passenger car, motor home or truck weighing less than 14,000 pounds, there is a \$15.00 manufacturing fee and a \$20.00 tag fee.

The County Tag Agent shall collect the \$15.00 manufacturing fee. The County Tag Agent shall retain \$1.00 from the tag fee as an agent's fee for the issue of the License Plate. The Tag Agent shall retain an additional \$1.00 as a processing fee from each \$15.00 manufacturing fee.

If the county Tag Agent transfers a Wildlife License Plate, the agent shall retain \$1.00 from the \$5.00 transfer fee as the agent's fee for the transfer.

If a Wildlife License Plate is lost or stolen, a replacement Wildlife License Plate may be obtained by submitting the following to the County Tag Agent in the owner's county of residence:

1. A completed MV-7 application must be submitted in the same name (s) as the original license plate was issued. This application must be typed in full or electronically completed and printed giving complete vehicle information, owner information, insurance information and the application must be signed by the applicant(s) exactly as the name was typed. This form must also reflect the tag number that has been lost, stolen or mutilated and plate category "WL". If the application is in a company's name, the application must be signed by an authorized representative of the company and the company's name must be shown above the authorized signature. A Post Office Box Number may be shown as the mailing address as long as a street address or rural route is also shown.
2. If the license plate was lost or stolen, it must be reported to the police department and a copy of the police report must accompany the application for replacement license plate. The replacement application will not be processed without a copy of the police report unless the license plate is mutilated and not lost or stolen. In lieu of a police report, a mutilated license plate may be surrendered to the County Tag Agent. If a copy of the police report cannot be obtained, then Form T-185 must be submitted if a license plate is lost or stolen.



## MOTOR VEHICLE SERVICES

3. The current registration certificate or a photocopy of the current registration certificate must accompany the application unless the current registration is verified by inquiry into the State Registration and Title Information System, GRATIS.
4. The replacement tag fee of \$8.00 and the \$15.00 manufacturing fee must be submitted.

A replacement license plate will not be issued after the registration period for which the original was issued. If a license plate is lost or stolen and the registration period has expired, and another Wildlife license plate is requested, then the fees are: \$20.00 or \$12.00 tag fee depending on the type of vehicle registered; \$15.00 manufacturing fee; and, any applicable ad valorem taxes.

No Wildlife License Plate shall be issued without the payment of the \$15.00 manufacturing fee unless the license plate was not received in the mail.

If a Wildlife License Plate is lost in the mail and the applicant requests another Wildlife License Plate, the County Tag Agent shall issue a Wildlife License Plate at no charge according to the procedures outlined in "License Plate/Renewal Decal Lost In Mail". The County Tag Agent shall not retain an agent's fee for the issue of a replacement license plate when the original has been lost in the mail and the County Tag Agent will not retain the additional \$1.00 processing fee for issuing a replacement Wildlife license plate when the original was not received in the mail.

## **MOTOR VEHICLE SERVICES**

## MOTOR VEHICLE SERVICES

### HOBBY/ANTIQUE VEHICLE LICENSE PLATE

A Hobby/Antique Vehicle license plate may be issued to passenger vehicles, trucks weighing less than 14,000 pounds or motorcycles for vehicles 25 years old or older or for replicas of vehicles 25 years old or older. Hobby Antique License Plates can only be transferred to another vehicle of the same classification acquired by the same owner. This License Plate does not stay with the vehicle when the vehicle is sold or transferred to another individual. The applicant must submit the following documents and fees to the tag agent in the county of residence with a request for a Hobby/Antique Vehicle license plate:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, giving a complete vehicle description, complete insurance information, complete owner information and must be signed by the owner (s). If the application is in a company's name, an authorized representative of the company must sign and reflect the company's name above the authorized signature. If a renewal notice is available for the vehicle, then this notice should be completed and submitted in lieu of the MV-1 application.
2. A check or money order made payable to the tax commissioner in the county of the owner's residence should be remitted to cover the total fees/taxes due (\$20.00 registration fee; any ad valorem tax; any penalties; and any mailing fee which may be due).

The County Tag Agent retains a \$1.00 agent's fee for each license plate issued, renewed or transferred.

A Hobby Antique License Plate issued for a motorcycle cannot be transferred to a passenger vehicle. A Hobby Antique license plate issued for a passenger vehicle cannot be transferred to a motorcycle.

## **MOTOR VEHICLE SERVICES**

## MOTOR VEHICLE SERVICES

### FIREFIGHTER LICENSE PLATE

In order to request the manufacture of a Firefighter's license plate for an active or retired certified firefighter, the following documents must be submitted to the County Tag Agent:

1. An MV-9X form should be completed and submitted together with a current letter of eligibility signed by the firefighter's Department Chief on the department stationery. This form must be completed in the name(s) of the firefighter as shown on the registration certificate. The firefighter's Georgia driver's license number; status (active or retired) and fire department name must be shown on the form.
2. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the applicant. If the applicant has received a renewal notice for the vehicle, the renewal notice should be used in lieu of an MV-1 application. The application can be for a vehicle that is owned by the Firefighter or jointly owned with the Firefighter.
3. A check or money order made payable to the tag agent to cover the total fees due (\$25.00 manufacturing fee, \$20.00 license plate fee and any ad valorem tax due must be submitted).

The County Tag Agent issues the Firefighter's license plate and retains \$1.00 agent's fee from the license plate fee.

If the tag is not in the agent's inventory, the agent issues a Temporary Operating permit.

Motor Vehicle Services will issue and mail the Firefighter's license plate to the applicant with the owner's certificate of registration.

If the original Firefighter's license plate has been lost or stolen, another Firefighter's license plate may be issued by the County Tag Office upon receipt of a properly completed MV-7 application, a copy of the police report and the payment of the \$8.00 replacement tag fee and \$25.00 manufacturing fee. The same license plate number that was lost or stolen will not be reissued. The next available tag number will be issued from inventory. A firefighter's license plate cannot be issued in a business name. The license plate can only be displayed on private passenger cars or trucks weighing less than 14,000 pounds used for personal transportation

## **MOTOR VEHICLE SERVICES**

## MOTOR VEHICLE SERVICES

### DISABLED PERSON'S LICENSE PLATE

Disabled Person's license plates are not free. These license plates are issued to residents who are permanently disabled; to the spouse, parent or guardian of a person who is disabled; to a disabled person who jointly owns a vehicle including a motorcycle with another individual who may or may not be disabled or to a hearing impaired person. The qualifications for a Disabled Person's license plate are as follows:

- Is hearing impaired pursuant to code section 24-9-101
- Is so ambulatory disabled that he or she can not walk 200 feet without stopping to rest
- Can not walk without the use or assistance from a brace, a cane, a crutch, another person, a prosthetic device, a wheelchair, or other assistive device;
- Is restricted by lung disease to such an extent that his or her forced respiratory volume for one second, when measured by spirometry, is less than one liter, or when at rest, his or her arterial oxygen tension is less than 60 millimeters of mercury on room air;
- Uses portable oxygen;
- Has a cardiac condition to the extent that his or her functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association, or
- Is severely limited in his or her ability to walk due to an arthritic, neurological, or orthopedic condition or complications due to pregnancy.

The applicant must submit the following to the County Tag Agent:

1. An MV-1 application must be submitted if a renewal is not received. This application must be completed in detail, typed in full or electronically completed and printed and signed by the owner.
2. Form MV-9D must be completed by a licensed practitioner of the healing arts and submitted. The practitioner must be licensed in Georgia to practice medicine, podiatry medicine or chiropractic services. The form must be notarized.
3. The \$20.00 fee for the license plate and any ad valorem tax due must be submitted.

The County Tag Agent must examine the MV-9D form to ensure that it has been completed, signed, and notarized as required. Retention of the form is at the discretion of the County Tag Agent.

Disabled Person license plates cannot be issued to a business.

Once an applicant has proved his or her eligibility for this license plate with form MV-9D, renewals are allowed without the submission of Form MV-9D until the next tag cycle.

## **MOTOR VEHICLE SERVICES**



## MOTOR VEHICLE SERVICES

### AMATEUR RADIO LICENSE PLATE

In order to request the manufacture of an Amateur Radio license plate, the following documents must be submitted to the County Tag Agent in the owner's county of residence:

1. MV-9X form must be completed and submitted .
2. A copy of the current FCC license must be submitted.
3. An MV-1 application completed in detail. This application must be typed or electronically completed and printed, giving a complete vehicle description, complete insurance information, complete owner information and must be signed by the applicant (s). If a renewal notice is available for the vehicle, the renewal notice should be completed and submitted in lieu of the MV-1 application. The applicant's name must be the same as shown on the MV-9X form. An Amateur Radio license plate can be issued to a vehicle jointly owned as long as one of the owners reflected on the tag application is the person entitled to the Amateur Radio license plate.
4. A check or money order payable to the County Tag Agent to cover the total fees due for any ad valorem tax must be submitted. The amateur radio license plate is free.

An amateur radio license plate will reflect the call letters assigned by the Federal Communication Commission.

Since the license plate is issued free, except for ad valorem taxes, there is no agent's fee for the issue, renewal or transfer of an Amateur Radio license plate.

If the tag agent has the amateur radio license plate in inventory, the tag agent will issue the amateur radio license plate. If the amateur radio license plate has not been received by the tag agent, the tag agent will issue a temporary operating permit. Motor Vehicle Services will issue and mail the amateur radio license plate and certificate of registration to the applicant if the applicant is eligible for an Amateur Radio License Plate.

If a replacement license plate must be obtained because the original has been lost or stolen, a regular issue license plate will be issued by Motor Vehicle Services upon receipt of a properly completed MV-7 application, a copy of the police report, the owner's certificate of registration and the fee of \$8.00.

## **MOTOR VEHICLE SERVICES**

## MOTOR VEHICLE SERVICES

### AMBULANCE OR HEARSE LICENSE PLATE

An ambulance or hearse license plate may be obtained by submitting the following documents to the county tag agent in the county of the owner's legal residence or to the tag agent where the vehicle is based if the vehicle is used in connection with a business located in a county other than the owner's county of residence:

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed, giving a complete vehicle description, complete insurance information, complete owner information and must be signed by the applicant (s). If the application is in a company name, an authorized representative of the company must sign and reflect the company name over the authorized signature. If the renewal notice is available for the vehicle, that form should be completed and submitted in lieu of the MV-1 application.
2. A check or money order payable to the county tag agent to cover the total fees due (\$20.00 license plate fee and any ad valorem tax due) must be submitted.

The County Tag Agent will issue a decal and an ambulance/hearse license plate.

## **MOTOR VEHICLE SERVICES**

## MOTOR VEHICLE SERVICES

### AUTHENTIC HISTORICAL LICENSE PLATE 1957 OR BEFORE 1957

Original Georgia License Plates issued in 1957 or before year 1957 may be authorized for use on a vehicle with the same year model as the original, Georgia license plate.

The law provides that an authentic historical Georgia License plate matching the model year of a motor vehicle can be displayed on the rear of the vehicle. However, the owner has to properly register the motor vehicle for the current year, and must obtain a current Georgia license plate with the payment of the tag fee and ad valorem taxes. The current Georgia license plate must be kept in the motor vehicle at all times but need not be displayed in a manner to be visible from outside of the vehicle.

The owner must apply to the County Tag Office by completing Form T-224 (Affidavit of Ownership) for authorization to use an authentic motor vehicle plate. The authentic license plate issue year must be the same as the model year of the motor vehicle.

An authentic license plate can only be transferred to another vehicle with the same model year as the license plate year, which is purchased or acquired by the same owner. When a vehicle is sold or transferred, the license plate remains with the owner, not the vehicle.

The following costs are associated with this license plate: \$20 tag fee and any applicable ad valorem taxes.

## **MOTOR VEHICLE SERVICES**

## MOTOR VEHICLE SERVICES

### TRUCKS WITH OVER 26,000 POUNDS GROSS VEHICLE WEIGHT OPERATING IN GEORGIA ONLY

In order for a Georgia license plate to be issued for a truck weighing over 26,000 pounds gross vehicle weight, the applicant must submit the following documents to the tag agent in the county of legal residence. If the vehicle is used in connection with an established business located in another county, then the documents must be submitted to the county tag agent in the county in which the established business is located.

1. An MV-1 application must be completed in detail. This application must be typed in full or electronically completed and printed and signed by the applicant. In order for the correct license plate to be issued and correct tag fees collected, the following information must be recorded on the tag application in the area reserved for this information : gross weight of vehicle and load; whether or not the vehicle is a straight truck; whether or not the vehicle is used for hire; the type of trailer pulled; the number of axles; the product which is hauled and whether or not the vehicle is a farm vehicle. All spaces on the MV-1 application must be completed by the applicant in order for the correct class license plate to be issued. If an application is incomplete, the County Tag Agent will not be able to issue the license plate and will return the application for all necessary information.
2. If the weight declaration shown on the tag application is 55,000 lbs. or more the County Tag Agent is responsible for obtaining from the applicant a photocopy of IRS Form 2290, Schedule 1 (for the payment of Highway Use Tax) reflecting a "received" status from IRS. A comparison of the vehicle identification number must be made between the tag application and Form 2290, Schedule 1.
3. After the County Tag Agent issues the license plate, a copy of Form 2290, Schedule 1 must be maintained in county files. County tag agents should be aware that vehicles that are issued license plates PW, PX, PZ and HX might have a gross vehicle weight of 55,000 pounds or more. It is imperative that the weight declaration (gross weight of vehicle & load) is made by the applicant on the tag application and that the County Tag Agent obtains a copy of IRS form 2290 schedule 1, if applicable.
4. A check or money order made payable to the tag agent for any fees due (license plate fee and any ad valorem tax due) must be submitted.

## MOTOR VEHICLE SERVICES

A written certification of compliance by the County Tag Office with the Federal Highway Use Tax laws will be required by the Director of Motor Vehicle Services on an annual basis.

Federal IRS walk-in offices are open for Form 2290 Taxpayer Assistance  
Hours are: Monday - Friday, 8a.m.- 4p.m.

<u>Office</u>	<u>Location</u>
Albany	108 Pine Avenue
Augusta	2743 Perimeter Parkway, Bldg. 200, Suite 420
Columbus	3604 Macon Road, Unit 21
Atlanta (Kroger)	2888 Woodstock Boulevard, Suite 104
Atlanta (Summit)	401 West Peachtree Street, Room 270
Macon	600 North Avenue, Bacon Field Office Park Building C - Suite 100
Smyrna	2400 Herodian Way, Atrium Bldg., Suite 450
Savannah	120 Bernard, Room 102A

### FEDERAL IRS TAX ASSISTANCE TELEPHONE NUMBERS (Form 2290 - Highway Use Tax)

	<u>Atlanta</u>	<u>Elsewhere in Georgia</u>
Tax Information	(404) 522-0050	1-800-424-1040
Forms Orders	1-800-424-3676	1-800-424-3676
Refund Inquiry	(404) 331-6572	1-800-554-4477



ORDERING, RECEIVING, INVENTORY OF LICENSE PLATES

Upon receipt of license plates or renewal decals, the tag agent should do the following:

1. Compare each box of license plates and renewal decals to the Bill of Lading to determine that all **boxes** of license plates and renewal decals shown on the Bill of Lading are included in the shipment.
  - a. The Bill of Lading will show the beginning and the ending license plates and renewal decal numbers included with the shipment.
  - b. The beginning and ending license plate and renewal decal numbers are shown on the outside of each box or package.
2. Acknowledge receipt of the license plates and renewal decals by accepting inventory.
  - a. If boxes are missing or are torn open and missing license plates or renewal decals are detected the items should be updated in GRATIS as M-Missing or D-Damaged.
3. Check license plates and renewal decals within each box once seal is broken before sale is made to ensure license plates/renewal decals are in proper numerical sequence and none are missing, improperly printed or mutilated in any manner.

# MOTOR VEHICLE MANUAL

**TEMPORARY OPERATING PERMIT SHIPMENTS**

A County Tag agent receives shipment of Temporary Operating Permits from Motor Vehicle Services and completes the following steps:

1. Compares Bill of Lading shipment notice with permits received to ensure that all permits listed are received.
2. Acknowledges receipt of shipment by updating appropriate GRATIS screens.
3. If shipment is incorrect, contacts the Materiel Control Section at the following number: (404) 756-4644; and,

In the event that Temporary Operating Permits have been damaged or are missing, the tag agent must enter this on the GRATIS System.

4. There are two types of Temporary Operating Permits, 90-Day Temporary Operating Permits that are issued through GRATIS and can be received into GRATIS; and Tag Agents' Temporary Operating Permits that are not issued by GRATIS.

# MOTOR VEHICLE MANUAL

### AUDITS

These procedures will assist the County Tag Agents in scheduling, preparing and participating in the DMVS annual Inventory Accountability Audits. A certain percentage of counties will be audited each month rather than all of them at the end of the year. Business rules are the same for all counties.

These procedures should also be used by outgoing and incoming County Tag Agents to assist them in scheduling, preparing for and participating in the County Tag Agent's Closeout/Transfer Audit.

### SCHEDULING YOUR AUDIT

1. Determine when it is most convenient for your tag office's consigned inventories to be audited.
  - a. Consider your property tax collection operation.
  - b. Current year tag/decal sales cannot be conducted after December 31<sup>st</sup>.
  - c. Consider the time it takes your staff to set up and prepare your consigned inventories for audit.
  - d. Select your date(s), location and time.
  - e. For transfer audits, contact the incoming County Tag Agent and reach consensus on the selected audit date(s).
2. Contact the Department of Revenue Regional Office for Transfer Audits and request the date you have selected. Counties will be contacted by the auditors for annual audits.
  - a) Give the following:
    - Your Name
    - County name and MVS county number
    - Name and phone number of your contact person
    - Location of the consigned inventories to be audited
    - Your selected date/time
    - Whenever applicable, inform the audit coordinator that the audit will be a County Tag Agent Closeout/Transfer Audit or annual audit.
  - b) Request the name(s) of the field auditor(s) assigned to perform your audit.
  - c) Confirm the scheduled date/time for your audit.

# MOTOR VEHICLE MANUAL

**PREPARATION OF COUNTY TAG AGENT (CTA) CONSIGNED INVENTORIES FOR AUDIT**

1. Locate, assemble and group consigned inventories for ease of counting.
  - a) Loose/unboxed inventories are to be set up in alpha numeric ascending order.
  - b) Unopened boxed/packaged inventory is to be set up in alpha numeric ascending order.
  - c) Include inventories stored in off-site locations.
  - d) The inventory in "unopened" boxes/packages shall be recorded as noted on the box or package.
  - e) If it is a County Tag Agent Closeout/Transfer Audit, the county tag agent leaving office should not open the following years-consigned inventories nor sign the MV-114, Motor Vehicle License Issuing Report(s). This should be done by the incoming county tag agent.
2. Inventories are to be retained at the county tag office and are NOT to be transferred to the field auditor.
3. The auditors will compare your current year's CTA sales reports and fees submitted to DMVS with a headquarters report of receipts/payments received at DMVS. The auditors will bring the Headquarters report with them.
4. Count and record the consigned inventories on the appropriate MV-34 series form in alpha numeric ascending order.
  - a. Use the appropriate MV-34 form to record inventories.
  - b. Use the MV-34A form for recording 7-year metal tags.
  - c. Use the MV-34B form for recording the Prestige tags.
  - d. Use the MV-34G form for Registration cards and temporary permits.

Duplicated, mutilated, and other types of sellable tags should have been returned to the DMVS prior to the Inventory Accountability Audit.

# MOTOR VEHICLE MANUAL



**PHYSICAL INVENTORY**

1. Field Auditor(s) will perform a physical count of a sample size of your unsold/un-issued consigned inventories to validate/confirm the accuracy of your count.
  - a. Provide the field auditor(s) with a copy of your completed MV-34 forms.
  - b. The field auditor shall provide the county tag agent with a copy upon completion of the audit.
  - c. After formal sign-off of the original MV-34 forms, the field auditor will send them to Motor Vehicle Services.
2. Assign a county tag office employee to assist the auditors.
3. Changes to the MV-34 forms MUST be initialed by the field auditor and the county tag office employee.
4. Upon completion of the audit, the county tag agent or designated representative MUST sign in the "approved by" block and the field auditor MUST sign in the "audited by" block on the applicable MV-34 forms.
5. When this is a County Tag Agent closeout/transfer audit, the incoming CTA should signify acceptance of the county office "retained inventory" in the remarks column "accepted by – signature & date" on each applicable MV-34 form.

All inventory is "retained" and transferred to the new agent.

# MOTOR VEHICLE MANUAL

**TEMPORARY OPERATING PERMITS**

When a Temporary Operating Permit has been issued by the County Tag Office, it will expire 90 days from the date of issuance by the County.

- \* Temporary Operating Permits issued late in the year will still show expiration dates 90 days from the date issued even though the expiration date spans part of the next year.

If the owner has not received the license plate within 75 days after the Temporary Operating Permit is issued, the owner or County Tag Agent should call the Special Tags Section at (404) 675-4947.

Upon receipt of the inquiry, the Special Tags Section will check records to determine if the tag has been issued or returned for being undelivered by the Post Office. If the license plate has been returned by the Post Office, the tag will be re-mailed. If the license plate has not been issued at the time of the inquiry, it will be issued and mailed. If we find that the tag has not been manufactured, a Replacement Temporary Operation Permit will be issued by the county that will be valid for an additional 90 days.

# MOTOR VEHICLE MANUAL

**TAG FEE REFUNDS**

- A. A refund can be made for a license plate fee that was paid for a vehicle that was not owned by the taxpayer requesting the refund at any time during the taxpayer's registration period by submitting the following documents to the County Tag Agent:
1. The metal plate and/or renewal decal issued in error must be submitted.
  2. The original owner's certificate of registration must be submitted.
  3. An affidavit from the person requesting the refund stating to whom and on what date the vehicle was sold.
  4. Form T-126 Refund Request
- B. A refund can be made when two license plates have been issued for the same vehicle in the same owner's name by submitting the following documents to the County Tag Agent:
1. The first metal plate and/or renewal decal must be submitted. Owner should retain plate and/or decal issued last.
  2. The owner's original certificate of registration for the license plate being returned.
  3. A photocopy of the owner's certificate of registration for the plate retained by the taxpayer.
  4. Form T-126 Refund Request.
- C. A refund can be made for an improperly issued commercial license plate that has been rated in error by the State or County Tag Agent by submitting the following documents to the County Tag Agent or State.
1. Submit the improperly rated license plate.
  2. The original owner's certificate of registration must be submitted.
  3. A new MV-1 tag application must be completed in detail and submitted.
  4. Form T-126 Refund Request

Counties that are due a refund from DMVS must update and authorize the refund in GRATIS, and these counties will receive a credit on their next submission report to Motor Vehicle Services rather than a refund check.

No refund will be made directly to a taxpayer by DMVS unless the fees were originally received by DMVS from the taxpayer and not the county tag agent's office.

# MOTOR VEHICLE MANUAL

OVERAGES/SHORTAGES (STATEMENT OF ACCOUNT)

The Finance Division maintains an Accounts Receivable/Payable ledger to record overages and shortages on tag and title reports and branch transmittal reports received from County Tag Agents.

Once the county reports are processed and an overage/shortage condition is determined, the overage/shortage is recorded in our county accounts receivable ledger. A Statement of Account will be tabulated quarterly and mailed to each county with a debit or credit balance. The Statement of Account will have a summary of the refund amount due the agent or amount owed to the State. A settlement of each county tag agent's account must be made at the end of each quarter.

Example: Assume a county tag agent has an overage on a transmittal control report of \$26.50 but also has a shortage of \$14.00 on another transmittal. A balance of \$12.50 is due the agent. If there are no additional overages/shortages, a refund check for \$12.50 will be sent to the county at the end of the quarter.

A report will be attached to the Statement of Account noting every tag agent transmittal for which there was an overage or shortage condition. The explanation for the overage or shortage will be noted on this report.

If a County Tag Agent disagrees with information reflected on a Statement of Account, the agent should return it with the discrepancy noted on the back along with a copy of any report that was sent with the Statement of Account.

Telephone assistance concerning a statement of account or refund is available from the Accounting/Audit Unit at: (404) 362-6448.

# MOTOR VEHICLE MANUAL



SECURITY RECOMMENDATIONS

1. Inventories of tags, decals, temporary operating permits, county name decals, registration cards and T-Serial plates must be maintained in secure storage at all times. The most desirable type of security storage is a safe where the combination is known only to one or two county tag office employees. The next desirable secure storage area is a locked wall cabinet where the keys are controlled by one or two county tag office employees. The next acceptable type of secure storage area is a locked storage room where the keys are controlled by one or two county tag office employees. Access to the secure storage area would be limited to the county tag office employees who have been approved by the county tag agent. Several examples of unacceptable storage arrangements are as follows:
  - a. Tag boxes stacked in the courthouse hallway.
  - b. Tag boxes stacked in the reception room of the county tag office.
  - c. Tag boxes stacked behind the counter in the county tag office.
  - d. Registration card boxes stacked behind the counter or on top of the counter in the county tag office.
  - e. Tag boxes and/or registration card boxes stored in county warehouse that is not separately secured and is accessible to county employees and others.
  - f. Tag boxes and/or registration card boxes stored in supply room which is uncontrolled and/or unattended.

The security and safeguard of the county tag office inventory must be maintained at all times.

2. The un-issued decals, tags, temporary operating permits, county name decals, T-serial plates and registration cards should be secured and safeguarded at the end of each business day. It is recommended that, the cashier or employee designated to maintain control of the un-issued loose inventory, record the un-issued serial number in each series of license plates, decals, registration cards, TOP's, and T-Serial plates at the end of each business day.
3. Upon opening for business the next day, the unused inventory should be verified against the previous day's records prior to release to the counter. This method will enable the county tag office employee to determine if any inventory is missing or otherwise unaccounted for.

## MOTOR VEHICLE MANUAL

4. The County Tag Agent is responsible for the box contents whenever the Georgia Correctional Industry's seal is broken and/or the box is opened. Whenever the seal is broken and/or the box is opened, a county tag agent employee should verify the box contents. If any of the box contents are missing or determined to be un-saleable, the items should be entered into the GRATIS System as M-Missing or D-Damaged. In the situation where the boxes are opened and "screened" immediately upon receipt; missing or un-saleable items must be reported to Motor Vehicle Services on MVA-41 forms. Also, the missing or un-saleable items must be recorded on the boxes prior to being put into inventory. The county tag office employee screening the box contents should always initial and reseal the box.

**REPORTING AND/OR SURRENDERING GEORGIA LICENSE PLATES**

The T-158C form must be properly completed or it will be returned and can only be submitted for one of the reasons noted in Section 2 on the form.

Section 1: Show complete mailing address of the company and name of the authorized agent surrendering license plate. Check the appropriate box, under Reason for Report. You will be either surrendering a license plate or declaring that there was no license plate on the vehicle. Check only one.

Section 2: These are the only acceptable reasons for surrendering a license plate and/or making a report of a surrender of license plate.

Section 3: Show the complete vehicle and tag information. The full and complete identification number of the vehicle must be shown or the form will be returned for this information. If no Georgia license plate is submitted, you will not show a license plate number.

Section 4: Check the appropriate method of delivery to Motor Vehicle Services or the local County Tag Office.

Section 5: This form must be signed by the authorized representative of the company surrendering the license plate.

Please see the coded color references at the bottom of the form for information as to what copy you should retain. If the form is electronically completed and printed, the form should be signed and copies made to be distributed as follows:

- A. 1 form to person making report
- B. 1 form with title application
- C. 1 form with tag application
- D. 1 form to Motor Vehicle Services or County Tag Agent with/without license plate (as applicable)

Once the returned license plate is entered in the GRATIS system, it is boxed and sent for destruction and cannot be retrieved.

# MOTOR VEHICLE MANUAL

**SEIZURE AND REVOCATION OF LICENSE PLATES**

The business rules in the section are for all counties. Counties should use these business rules and GRATIS to update appropriate files relating to the customer and license plate.

The Department of Motor Vehicle Safety Commissioner has approved the delegation of authority to act on his behalf under the provisions of O.C.G.A. Section 40-2-135 to all County Tag Agents when a personal check is accepted for payment of registration fees that is subsequently returned for insufficient funds.

When the County Tag Agent determines that a license plate was purchased with a personal check that was returned because of insufficient funds, the below listed procedure should be followed.

1. The County Tag Agent must send a letter by “certified mail, return receipt requested “ to the holder of the license plate. The letter must include a statement substantially worded as follows:  
  
“In accordance with the Official Code of Georgia Annotated Code section 40-2-135 it is proposed that motor vehicle license plate number \_\_\_\_\_ be revoked because it was purchased with a personal check which was returned because of insufficient funds. You are required to return the license plate and registration certificate to this office not later than 10 days after receipt of this letter.”
2. If punitive action is contemplated by the County Tag Agent, the letter should also include the form of notice indicated in Georgia law or the consequences if the customer does not comply with O.C.G.A, Section 16-9-20.
3. If the letter that was sent by certified mail is returned undelivered, the County Tag Agent may mark the file accordingly.
4. If the license plate is seized by a law enforcement officer or returned by the holder to the County Tag Office, it should be forwarded to Motor Vehicle Services, Attention: Revoked Tag, together with a copy of the registration certificate which has been annotated “Revoked in accordance with O.C.G.A. Section 40-2-135 by \_\_\_\_\_ Tag Agent, \_\_\_\_\_ County and signed by the County Tag Agent and dated.

# MOTOR VEHICLE MANUAL

**TRANSFER OF LICENSE PLATE/RENEWAL DECALS FROM ONE COUNTY'S INVENTORY TO ANOTHER COUNTY'S INVENTORY**

Counties should use GRATIS to print Bills of Lading and effect transfers of license plates or REG Cards from one county's inventory to another.

In order to transfer a tag/decal from one county's inventory to another county's inventory when both counties are in agreement, the county making the transfer must print a Bill of Lading and send a copy of the form to the Motor Vehicle Services Material Control Section, POB 740381, Atlanta, Georgia, 30374-0381. The transferring county retains a copy for its county records and forwards a third and fourth copy to the county accepting the tag/decal. The county accepting the tag/decal retains a copy and forwards the fourth copy to Motor Vehicle Services showing that the tag/decal has been received and is now a part of its inventory.

1. The transferring county is required to print a Bill of Lading:
  - a. Record the number of tags/decals that are transferred
  - b. Record the tag /decal series, for example, the type of tag such as HV, DV, etc.
  - c. If more than one tag or decal is transferred, show the "from and through" range
  - d. The name of the county transferring the tag/decal
  - e. Form MV-103A Section I must be signed and dated showing approval of the transfer of tag/decal
2. The county receiving the tag/decal is required to complete Section II of Form MV-103A and update GRATIS by doing the following:
  - a. Record the number of tags/decals that are received.
  - b. Record the tag or decal series received, for example, the type of tag such as HV, DV, etc.
  - c. If more than one tag is being received show the "from and through" range
  - d. The name of the county receiving the tag/decal
  - e. Section II must be signed and dated acknowledging the receipt of tag/decal

# MOTOR VEHICLE MANUAL



<b>PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)</b>	
DESCRIPTION	CODE
AGNES SCOTT COLLEGE	AS
AIR FORCE RESERVES	RF
ALBANY STATE UNIVERSITY	AL
ALTERNATE FUEL	AF
AMATEUR RADIO	AR
ARMY RESERVES	RA
AUTHENTIC HISTORICAL	AH
AUTO DEALER	DL
BOB WHITE QUAIL	BW
BRENAU UNIVERSITY	BR
CERTIFIED/RETIRED FIREFIGHTER	CF
CHOSIN KOREA	CH
CLARK ATLANTA UNIVERSITY	CL
COAST GUARD RESERVES	RC
COLUMBUS COLLEGE	CC
COMMERCIAL STRAIGHT TRUCK	HX
COMMERCIAL TRUCK >63K	HK
COMMERCIAL TRUCK 26K-30K	HF
COMMERCIAL TRUCK 30K-36K	HG
COMMERCIAL TRUCK 36K-44K	HH
COMMERCIAL TRUCK 44K-55K	HI
COMMERCIAL TRUCK 55K-63K	HJ
COUNTY SHERIFF	SF
COURT OF APPEALS	CA
DELIBERATORS	DB
DELTA SIGMA THETA	DE
DESERT STORM AIR FORCE	SV
DESERT STORM ARMY	SY
DESERT STORM COAST GUARD	SG
DESERT STORM NAVY	SN
DESERT STORM MARINE	SM
DISABLED ATHLETE	DA
DISABLED PERSON	DP
DISABLED VETERAN	DV
DISABLED VETERAN (FREE)	HV
DISABLED VETERAN MOTORCYCLE	HM

## MOTOR VEHICLE MANUAL

<b><u>PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)</u></b>	
DESCRIPTION	CODE
DISTRIBUTOR	HT
EDUCATORS	ED
EMORY UNIVERSITY	EM
FOREIGN ORGANIZATION	FO
FOREST PRODUCT TRUCK	FA
FOREST PRODUCT TRUCK/TRACTOR	EA
FORMER PRISONER OF WAR	FP
FORT VALLEY STATE UNIVERSITY	FV
GEORGIA INSTITUTE OF TECHNOLOGY	GT
GEORGIA SOUTHERN UNIVERSITY	GS
GEORGIA STATE UNIVERSITY	ST
GOVERNMENT	GO
GOVERNMENT MOTORCYCLE	GM
GOVERNOR	GV
HABITUAL VIOLATOR	AI
HEARSE/AMBULANCE	HB
HOBBY ANTIQUE	HA
HOBBY ANTIQUE MOTORCYCLE	HD
HONORARY CONSUL	HC
HOUSE SPEAKER	SH
IRP COMMERCIAL	IC
IRP PERMANENT TRAILER	IA
IRP PRIVATE	IP
IRP REPLACEMENT PERM TRAILER	IX
IRP TEMP AUTHORIZATION	TA
IRP TRAILER	IT
KENNESAW COLLEGE	KE
KOREAN WAR AIR FORCE VET	KF
KOREAN WAR ARMY VET	KA
KOREAN WAR COAST GUARD VET	KG
KOREAN WAR MARINE VET	KM
KOREAN WAR NAVY VET	KN
LAGRANGE COLLEGE	LG
LIFE COLLEGE	LF
LIMITED BUS	LT
LT. GOVERNOR	LN
MACON STATE COLLEGE	MA

<b><u>PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)</u></b>	
DESCRIPTION	CODE
MARINE RESERVES	RM
MEDAL OF HONOR	MH
MEDICAL COLLEGE OF GEORGIA	MC
MERCER UNIVERSITY	ME
MOREHOUSE COLLEGE	MR
MORRIS BROWN COLLEGE	MB
MOTORCYCLE DEALER	DM
MOTORCYCLE DISABLED	MD
MOTORCYCLE DISTRIBUTOR	DZ
NATIONAL GUARD/RETIRED	NT
NAVY RESERVES	RN
NORTH GEORGIA COLLEGE	NG
ORGAN DONER	DN
PARDONS AND PAROLES	PP
PASSENGER CAR/LIGHT TRUCKS	AA
PEARL HARBOR SURVIVOR	PL
PERMANENT TRAILER	PT
PERMANENT TRAILER REPLACE	RP
PRESTIGE AUTOMOBILE	PR
PRESTIGE MOTORCYCLE	PM
PRIVATE MOTORCYCLE	CY
PRIVATE SCHOOL BUS	PB
PRIVATE STRAIGHT TRUCK	PX
PRIVATE TRUCK >63K	PK
PRIVATE TRUCK 14K-18K	JA
PRIVATE TRUCK 18K-26K	JN
PRIVATE TRUCK 26K-30K	PF
PRIVATE TRUCK 30K-36K	PG
PRIVATE TRUCK 36K-44K	HP
PRIVATE TRUCK 44K-55K	PI
PRIVATE TRUCK 55K-63K	PJ
PUBLIC SAFETY	PS
PURPLE HEART	PH
RESERVES	RS
RETIRED AIR FORCE	XF
RETIRED ARMY	XA
RETIRED COAST GUARD	XG

## MOTOR VEHICLE MANUAL

<b><u>PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)</u></b>	
DESCRIPTION	CODE
RETIRED MARINE	XM
RETIRED NAVY	XN
SAVANNAH STATE	SA
SEMINOLE CLUB	SE
SHRINE HOSPITALS	SB
SONS OF CONFEDERATE VETERANS	CV
SPELMAN COLLEGE	SP
STATE REPRESENTATIVE	SR
STATE SENATOR	SS
STRAIGHT TRUCK FERTILIZER/AG	PW
SUPREME COURT	CS
TEMPORARY OPERATING PERMIT	TP
TRAILER	TR
TRANSPORTER	PO
TROUT UNLIMITED	TU
TRUCK TRACTOR FERTILIZER/MILK	PZ
UNIVERSITY OF GEORGIA	GA
UNLIMITED BUS A	UA
UNLIMITED BUS B	UB
UNLIMITED BUS C	UC
UNLIMITED BUS D	UD
US REPRESENTATIVE	FR
US SENATOR	FS
VALDOSTA STATE COLLEGE	VA
VEHICLE MANUFACTURER	DF
VIETNAM VET AIR FORCE	VF
VIETNAM VET ARMY	VY
VIETNAM VET COAST GUARD	VG
VIETNAM VET MARINE	VM
VIETNAM VET NAVY	VV
WILDFLOWER TAG	WF
WILDLIFE	WL
WWII ARMY VET	WA

<b><u>PLATE CATEGORY TABLE (SORTED BY DESCRIPTION)</u></b>	
DESCRIPTION	CODE
WWII COAST GUARD VET	WG
WWII MARINE VET	WM
WWII NAVY VET	WN
50 MILE BUS A	LA
50 MILE BUS B	LB
50 MILE BUS C	LC
50 MILE BUS D	LD

# MOTOR VEHICLE MANUAL

<u>VEHICLE BODY STYLE TABLE</u>	
CODE	DESCRIPTION
AM	AMBULANCE
AT	CATTLE/HORSE TRAILER
BT	BOAT TRAILER
BU	BUS
CN	CONVERTIBLE
CP	COUPE
CT	CAMPER
HC	MOTOR HOME
HR	HEARSE
JP	JEEP
LM	LIMOUSINE
LS	LOW SPEED VEHICLE
MC	MOTORCYCLE
MH	MOBILE HOME
MP	MULTI-PURPOSE VEHICLE
MX	MIXER
RD	ROADSTER
SP	SPECIAL MOBILE EQUIPMENT
SW	STATION WAGON
TG	TOURING CAR
TK	TRUCK
TL	TRAILER
TR	TRUCK TRACTOR
TV	TRAVEL TRAILER
UL	UTILITY TRAILER
VN	VAN
WK	WRECKER
2S	2 DOOR
3S	3 DOOR
4S	4 DOOR

# MOTOR VEHICLE MANUAL



<u>VEHICLE COLOR TABLE</u>	
<b>CODE</b>	<b>DESCRIPTION</b>
BGE	BEIGE
BLK	BLACK
BLU	BLUE
BRO	BROWN
BRZ	BRONZE
COM	CHROME
CPR	COPPER
CRM	CREAM/IVORY
DBL	DARK BLUE
DGR	DARK GREEN
GLD	GOLD
GRN	GREEN
GRY	GREY
LAV	LAVENDER
LBL	LIGHT BLUE
LGR	LIGHT GREEN
MAR	MAROON/BURGUNDY
ONG	ORANGE
PEW	PEWTER
PLE	PURPLE
PNK	PINK
RED	RED
SIL	SILVER
TAN	TAN
TRQ	TURQUOISE
UNK	UNKNOWN
WHI	WHITE
YEL	YELLOW

# MOTOR VEHICLE MANUAL

## HABITUAL VIOLATOR PROCEDURES

Georgia Law provides for the issuance of an Habitual Violator License Plate when the individual is judged to be in violation of Code Section 40-6-391 (driving under the influence of alcohol and drugs) and Code Section 40-5-58 (suspended or revoked driver's license) and when the habitual violator requests the issue of an habitual violator license plate.

When the regular license plate is surrendered to the courts and subsequently forwarded to the local Tag Agent:

Screen Print license plate information from Inquiry Screen. Turn in tag and decal using GRATIS code PT20 and forward the license plate to:

Attention: Pre-Processing  
Motor Vehicle Services  
P. O. Box 740381  
Atlanta, Georgia 30374-0381

License plate should be submitted within 30 days of receipt.

### Issuance of an Habitual Violator License Plate:

An individual may make application for an Habitual Violator License Plate to the Department of Motor Vehicle Safety, HV Unit by completing an affidavit provided by the HV Unit. The affidavit will be signed and embossed with a 'seal', by an HV Unit official. The following documents will be required for the issuance of this license plate.

- A copy of the original, properly executed affidavit from the Department of Motor Vehicle Safety's HV Unit.
- A typed and signed MV-1 application in the name of the individual shown on the affidavit.
- The current registration issued to the applicant.
- Proof of insurance. The applicant must show the insurance card or policy.
- \$20.00 tag fee in the form of a check or money order made payable to the County Tag Agent.

The County Tag Agent will issue an Habitual Violator license plate and include the tag fee minus \$1.00 agent's fee with the transmittal report.

## IMPORTANT NOTICE REGARDING HABITUAL VIOLATOR COURT ORDERS

The County Tag Agent must fax a copy of the court order requiring the violator to surrender his or her license plates(s) to Motor Vehicle Services. If the court

## **MOTOR VEHICLE MANUAL**

order is not available, the County Tag Agent will fax a copy of the inquiry screen that shows that the tag(s) was turned in to the county.

Motor Vehicle Services must place a “hold” on each vehicle to prevent the issue or transfer of a license plate or title to the habitual violator.

The court order or screen print or Form MV-34D must be faxed to:  
Stop File/Habitual Violator

The number is (404) 362-6522.

Counties should make sure the license plate is “turned in” on GRATIS before the fax is sent.

**REGISTRATION/LICENSING OF DEALERS, MANUFACTURERS, AND TRANSPORTERS**

Manufacturers and dealers engaged in the manufacture or sale of motor vehicles, tractors, or trailers shall apply for a dealer license plate (s).

The following documents and fees must be submitted with each type of license plate application.

**DEALER LICENSE PLATES (FRANCHISE DEALERS, USED CAR DEALERS, MOBILE HOME DEALERS)**

1. Franchise Dealers (New Vehicles)
  - Form MV-6
  - Copy of Sales Tax Certificate
  - Permanent Customer ID# associated with current Master Tag if previously registered with MVS
2. Used Car Dealers
  - Form MV-6
  - Used Car Board License
  - Copy of Sales Tax Certificate
  - Permanent Customer ID# associated with current Master Tag if previously registered with MVS

Franchise dealers (new car dealers) are not required to be registered with the State Board of Registration of Used Car Dealers.

The names and addresses on the Used Car Board License and Sales Tax Certificate must agree. Used Car Dealers are required to register with the:  
State Board of Registration of Used Motor Vehicle Dealers and  
Used Motor Vehicle Parts Dealers  
237 Coliseum Drive  
Macon, Georgia 31217-3858

You can access their web site at: <http://www.sos.state.ga.us>

3. Mobile Home Dealers
  - Form MV-6
  - State Fire Marshal's Certificate
  - Copy of Sales Tax Certificate
  - Permanent Customer ID# associated with current Master Tag if previously registered with MVS.

## MOTOR VEHICLE MANUAL

Mobile Home Dealers must be registered with the State Fire Marshal's Office and the Sales Tax Division of the Department of Revenue. The names and addresses on each registration must agree.

4. Manufacturers
  - Form MV-6
  - Copy of Sales Tax Certificate
  - Permanent Customer ID# associated with Master Tag if previously registered with MVS.
5. Distributors, Motorcycle Distributors
  - Form MV-6
  - Permanent Customer ID # associated with Master Tag if previously registered with MVS
6. Transporters
  - Form MV-6
  - Permanent Customer ID # associated with Master Tag if previously registered with MVS
  - Copy of Business License

The MV-6 application must be completed in detail. The application must be typed or electronically completed and printed and signed by the dealer or person authorized by the dealership. If there are changes to authorized personnel, an MV-6A form must be completed in full, and this form must be submitted to MVS.

Return all documents along with a check/money order made payable to DMVS. Fees are \$62.00 for the Master Tag and \$12.00 for each additional tag. If a Dealer has more than one business location, a Master Tag must be obtained for each location. If a Dealer relocates, the tags may be transferred to the new location. Motor Vehicle Services must be notified immediately of any address change in order for information to be updated to our files.

Applications, documents, and fees should be mailed to:

ATTN: Dealer License Plates  
Motor Vehicle Services  
P.O. Box 740384  
Atlanta, Georgia 30374-0384